

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
(September 2, 2011 Cancelled)  
September 9, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (May 12, 2011 minutes/update #244)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Adult Education Program (Basic Skills) – AY10-11 program level assessment plan
    - Adult Education Program (Basic Skills) – AY10-11 course level assessment plan
    - Adult Education Program (ESL) – AY10-11 program level assessment plan
  - Team 2*
    - Introduction to Health Occupations – SP10-FA11 course level assessment report
  - Team 4*
    - Supervision & Management AS/Certificate – AY10-11 program level assessment report
    - Supervision & Management AS/Certificate – AY10-11 course level assessment report
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday after CCA's Rating
  - Assessment, an Institutional Requirement – Adjunct Assessing Courses
- VI. New Business
  - Demo Running Course-Level Assessment Reports – program owned courses only
  - Review of AY2010-2011 End of Year CCA Report
  - TracDat v4.2.2.1 – program/unit owned courses issue; running assessment plans report
  - Email attachments to CCA: 2-year Schedule; AY2011-2012 CCA Weekly Meeting Schedule; By-laws (FY2011-2012); Assessing Assessment Survey Report; CCA Review Teams update
  - CCA Vacant Members for AY2011-2012?
  - FY2011-2012 Department Budget Inputted in TracDat
  - Assessing Assessment Recommendations – Survey for Users
  - TracDat User's Guide update (V4.4.2.1)
  - Assessment Awardees to conduct "Train the Trainers"
  - Assessment Authors Training Schedule for AY2011-2012
  - Student Representative –2 student reps requested by Center for Student Involvement Program Specialist; amended By-laws
  - Chachalani – CCA Monthly Meeting Summary; Chair to submit significant CCA updates to PIO for Chachalani publication (add to by-laws ?)
  - Adult Education Program – English & Math course assessment
  - Brown Bag Sessions
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – September 16, 2011 @ 2:00pm; PCR
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
(September 2, 2011 Cancelled)  
September 9, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
8.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	On leave
9.	Perez, Doris	Assistant Director, Planning & Development	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**

**MINUTES (Update #245)**

**President's Conference Room (PCR)**

**(September 2, 2011 – Canceled)**

**2 p.m. Friday September 9, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Dr. Gina Tudela (Co-Chair), Joseph Benavente, Ines Bukikosa, Cecilia Delos Santos, Priscilla Johns, Doris Perez, Michael Setzer II, Dr. Ray Somera (Ex-Officio), Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Michael Chan, Paling April Cruz (Student Representative), Joleen Evangelista (Leave) and Marlena Montague (Leave)

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #244) FOR MAY 12, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Adult Education Program (Basic Skills), AY10-11 program level assessment plan – Doris Perez mentioned that while on TracDat, she only had access to 2 tabs, REPORTS and HOME. According to Priscilla, the new upgrade version allows the members to have “custom roles”. This new feature will allow everyone to view all the reports. The author informed Doris that he had uploaded what was required of him. The author will also put in the goals and artifacts. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Adult Education Program (Basic Skills, AY10-11 course level assessment plan – Doris was not able to view the course in TracDat. TABLE
- Adult Education Program (ESL), AY10-11 program level assessment plan - The artifacts and goals were all inputted. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

**Team 2:**

- Introduction to Health Occupations, SP10-FA11 course level assessment report – Kat will meet with Karen Dumchus and the new department chair sometime next week to discuss this report. KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY MICHAEL SETZER. Motion carried.

**Team 4:**

- Supervision & Management AS/Certificate, AY10-11 program level assessment report – MICHAEL SETZER II MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Supervision & Management AS/Certificate, AY10-11 course level assessment report – MICHAEL SETZER II MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Eric Chong is the new chair for this committee. Wilson will inform Eric on previous and current issues regarding the committee. Wilson will also make arrangements to meet with Eric.
- CFS due to AIER the Monday after CCA's Rating – A reminder that CFSs' rated today (9/9/2011) is due the following Monday.
- Assessment, an Institutional Requirement, Adjunct Assessing Courses – Michael Chan is not here today. He was following up on this matter. Dr. Somera mentioned that in previous years, adjuncts were given 2 hours to attend SLO training. He asked if someone could follow up with HR with regards to having adjuncts attend another SLO training.

**VI. New Business**

- Demo Running Course-Level Assessment Reports, program owned courses only – Priscilla showed the committee members the new feature in TracDat.
- Review of AY2010-2011 End of Year CCA Report – Priscilla reminded the committee members to remember what CCA's goals were for this academic year and that they need to focus on training. Also, TracDat users have different levels of usage. Dr. Somera suggested a refresher course on TracDat.
- TracDat v4.2.2.1, program/unit owned courses issue; running assessment plans report – Priscilla showed the new version of TracDat to the members.
- Email attachments to CCA: 2-Year Schedule; AY2011-2012 CCA Weekly Meeting Schedule; By-Laws (FY2011-2012); Assessing Assessment Survey Report; CCA Review Teams update – Attachments were emailed to all CCA members. The members confirmed that they did receive the attachments from Priscilla.
- CCA Vacant Members for AY2011-2012? – An email was sent to Carmen, VP of Finance & Administration to see if Joleen will continue to be a member of CCA. Carmen has not responded to the email. Gina will follow up. Dr. Somera will let Gina know if the new secondary associate dean and the associate dean of TSS will become members of CCA.

- FY2011-2012 Department Budget Inputted in TracDat – Priscilla indicated that the budget goals and objectives for 2012 were uploaded in TracDat. The department category budget amounts was also included in the document uploaded under the program/unit's Document Tab. This information was not available last year.
- Assessing Assessment Recommendations, Survey for Users – Gina mentioned that from the feedback she received, there are different levels of training needs. A survey is being developed that will be sent to TracDat users. One of the questions on the survey will be "What challenges are you encountering while on TracDat"? Other choices will be "TracDat Navigation Training". In the AIER website, there are simple steps for groups A, B, C and D to guide the user. Minor change was made and Gina will finalize the survey with the suggested changes.
- TracDat User's Guide Update (V4.4.2.1) – Priscilla showed the new feature and advised that the updated guide will also be available via AIER website.
- Assessment Awardees to conduct "Train the Trainers" – There was a recommendation to have the AY2010-2011 assessment winners participate in TracDat trainings. Wilson will email or send a memo to the winners inviting them to participate in the training, to share their experiences and to guide the users on how to use TracDat. Priscilla suggested that the winners could also train their departments.
- Assessment Authors Training Schedule for AY2011-2012 – There are only 4 weeks remaining before the October 10<sup>th</sup> deadline. Gina will finalize the survey by the end of next week.
- Student Representative, 2 student reps requested by Center for Student Involvement, Program Specialist; amended By-Laws – Bobbie Leon Guerrero sent an email asking if there can be two student representatives for CCA instead of one. Reason being if one can't attend the other will be there. Gina indicated that they need to stress to the student the importance of attending the meetings. The student representative should relay the information back to the students and their organizations. The CCA by-laws only indicate one student representative. Priscilla suggested amending the by-laws by indicating two student representatives. Doris Perez disagreed that an amendment to the by-laws needs to be done to change the number of student representatives. Doris said that it is the responsibility of the council to make sure their representatives attend these meetings and that there was no need to change the by-laws just for another student to attend. Wilson indicated that Bobbie can send as many students if she wants, but as far as being a student representative member for CCA, it will remain as one.
- Chachalani, CCA Monthly Meeting Summary; Chair to submit significant CCA updates to PIO for Chachalani PUBLICATION (add to by-laws)? – Gina indicated that this will be on as needed basis only. Wilson suggested that the updates be provided once every semester, spring and fall.
- Adult Education Program, English & Math course assessment – AIER received a memo from the dean indicating that the courses English and Math

under Adult Education will not be assessed by the Program Specialist of the Adult Education Office. The Program Specialist is not responsible for assessing these courses. The English and Math courses will be the responsibility of the respective departments.

- Brown Bag Sessions – There is a tentative schedule for the Brown Bag Sessions. The 1<sup>st</sup> session is scheduled for September 23, 2011 with student leaders. The focus will be on Fact Book data. Marlena will be giving an overview of GCC students and providing them information on what was collected out of the IDEA Student Ratings of Instruction survey. Also, the other session will be providing faculty with some understanding on how to read the “Group Summary Report” as well as discussing the individual faculty findings from IDEA. This will take place this semester.
- New Dr.'s in the House - Dr. Somera mentioned that Geri James, Lisa Baza-Cruz, Michael Chan and Karen Sablan have all received their doctorate degrees from Argosy University. Dr. Somera suggested that sometime in the spring, he would like to have “Q's & A's” in terms of providing some motivation for faculty. Dr. Somera will discuss the details with Gina at a later time.
- Dr. Somera asked Priscilla to prepare simple instructions on how to access plans and reports in TracDat for the “Pier Evaluation Team”.

**VII. Agenda Items for Next Meeting**

**VIII. Next meeting, September 16, 2011 @ 2 p.m. PCR**

**IX. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE , SECONDED BY KATSUYOSHI UCHIMA, TO ADJOURN. Motion carried. Meeting adjourned at 3:25 p.m.**

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
September 16, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 12, 2011 minutes/update #245)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Adult Education Program (Basic Skills) – AY10-11 course level assessment plan
  - Team 2*
    - Introduction to Health Occupations – SP10-FA11 course level assessment report
  - Team 4*
    - Supervision & Management AS/Certificate – AY10-11 program level assessment report
    - Supervision & Management AS/Certificate – AY10-11 course level assessment report
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday after CCA's Rating
  - Assessing Assessment Recommendations – Survey for Users Update
  - TracDat User's Guide update (V4.4.2.1) Feedback NLT 9-20-2011
  - Assessment Authors Training Schedule for AY2011-2012
  - Brown Bag Sessions - Schedule
  - TracDat Simple Steps Guide for Peer Evaluation Team update
- VI. New Business
  - Mike Setzer, Professional Development UOG Assessment Workshop Feedback
  - Zhaopei Teng, Professional Development UOG Assessment Workshop Feedback
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – September 23, 2011; Recommend CCA Review Teams meet with their assigned reporting units instead of CCA meeting
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
September 16, 2011 (Fall 2011 Term)  
Sign-In

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Signature</b>
1.	Alvarez, Steven	COPSA Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan, Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
8.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
9.	Perez, Doris	Assistant Director, Planning & Development	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #246)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday September 16, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Dr. Gina Tudela (Co-Chair), Steven Alvarez, Joseph Benavente, Ines Bukikosa, Michael Chan, Cecilia Delos Santos, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Joleen Evangelista (Leave) and Marlena Montague (Cognos Training),

**III. Approval of prior minutes: IT WAS MOVED BY INES BUKIKOSA, SECONDED BY JOSEPH BENAVENTE, THAT THE MEETING MINUTES (UPDATE #245) FOR SEPTEMBER 12, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Adult Education Program (Basic Skills), AY10-11 course level assessment plan – DORIS PEREZ MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

**Team 2:**

- Introduction to Health Occupations, SP10-FA11 course level assessment report – Kat met with Karen Dumchus yesterday, Karen is making corrections and she should be finished by next week. Karen is also changing the SLOs. KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY DR. MICHAEL CHAN. Motion carried.

**Team 4:**

- Supervision & Management AS/Certificate, AY10-11 program level assessment report – Overall, the report looks good. Mike Setzer II will provide the author with the suggestions for the report. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson will meet with Eric Chong next week Thursday at 1:30 p.m. This will be their first meeting for the joint committees.
- CFS due to AIER the Monday after CCA's Rating – Reminder, upon completion of CCA ratings, CFSs' are due the following Monday.

- Assessing Assessment Recommendations, Survey for Users Update – Wilson encountered problems with opening the survey. The survey will expire at 5 p.m. today (Sept. 16, 2011). Priscilla reported that out of 82 users who received the email, only 25 completed the survey. The survey indicated that 48% would like to get the basic assessment principle training, 80% would like the refresher training, 60% wants TracDat navigation, and 60% wants training in uploading documents. Priscilla will focus on these four areas. Michael Chan volunteered to assist Priscilla during these training. The rooms for the training sessions have not been confirmed at this time because there is a shortage of computer labs. Priscilla will send an email to the DCs and announcement to be posted on MyGCC once she gets confirmation from John Payne.
- TracDat User's Guide update (V4.4.2.1) Feedback NLT 9-20-2011 – Priscilla transmitted (via email) the guide to members for their review and input.
- Assessment Authors Training Schedule for AY2011-2012 - The schedule for the TracDat User's Guide training was posted on MyGCC under "Personal Announcements". There will be two trainings, one for new users and one for veteran users. The first training will begin on September 21<sup>st</sup> through September 26, 2011. Morning session will begin 10:30 a.m. to 11:30 a.m. and afternoon sessions will begin at 3:30 p.m. to 4:30 p.m. Location has not been determined at this time.
- Brown Bag Sessions, Schedule – On September 23<sup>rd</sup>, AIER will discuss information on the Fact Book and the IDEA Student Ratings of Instruction Survey. This session will help faculty better understand their results. The posters will be posted around campus and will be announced in MyGCC. The first student meeting will be on September 23, 2011 @ 12 p.m. in the Tech Center, Rm. 1107.
- TracDat Simple Steps Guide for Peer Evaluation Team update – Priscilla is preparing the "Simple Guide" for the team. This item will remain on the agenda until it is finalized for recording purposes.

### **New Business**

- Steven Alvarez, Introduction – CCA members introduced themselves to the new student representative, Steven Alvarez. Steven is the secondary representative, the primary representative could not attend today's meeting. Steven indicated that Bobbie Leon Guerrero wanted the representatives to have a better understanding on what assessment is all about and to be active in participating in the CCA meetings.
- CCA Member (Joleen Evangelista) – Joleen will not be able to attend the CCA meetings weekly because of the staff shortage in the department. Sarah from Education emailed Wilson informing him that Norma Guerrero from Marketing would like to join a committee. Wilson will email Norma and briefly explain what the CCA is all about.
- Mike Setzer/Zhaopei Teng Professional Development UOG Assessment Workshop Feedback – Mike Setzer and Zhaopei along with other people from

the Marshalls, Marianas and IUPUI attended the UOG Assessment Workshop. Mike mentioned that the power-point presentations had basic information and is similar to what GCC is doing. Mike also mentioned that UOG is now using TracDat. IUPUI (Indiana University Purdue University Indianapolis) showed a sample of their 6 column model which is similar to GCC's 5 column.

Review Teams/Reporting Units – Wilson asked that the review teams meet with their reporting units to see if they need any assistance in preparation of the assessment deadline (October 10, 2011). The reporting units may also call AIER and ask for assistance. Gina indicated that every semester the committee strives to increase the compliance rate. The adjuncts will provide information to their DC's if needed.

Scanning Documents/Xerox Room – Yvonne Tam was asking how can she get a code to access the Xerox machine. – Priscilla suggested that Yvonne speak with Frank Salas to get the code or have Yvonne submit a “request to scan/Xerox” form and Frank will have it done.

**VI. Agenda Items for Next Meeting**

**VII. Next meeting, September 30, 2011 @ 2 p.m. PCR**

**VIII. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE , SECONDED BY ZHAOPEI TENG TO ADJOURN. Motion carried. Meeting adjourned at 2:58 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
September 30, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 16, 2011 minutes/update #246)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Adult Education Program (Basic Skills) – AY10-11 course level assessment plan
  - Team 2*
    - Introduction to Health Occupations – SP10-FA11 course level assessment report
    - Visual Communications Secondary – course level assessment report (was tabled on May 6, 2011)
  - Team 4*
    - Supervision & Management AS/Certificate – AY10-11 course level assessment report
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS templates for plans and reports - reminder
  - CFS due (10/3/2011) to AIER the Monday after CCA's Rating
  - TracDat User's Guide update (V4.4.2.1) Feedback
  - Assessment Training - update
  - SLO Training for Adjunct - update
  - TracDat Simple Steps Guide for Peer Evaluation Team – update
  - Brown Bag Sessions – update
- VI. New Business
  - Introduction new student member
  - Non-compliance units, how can we help them meet the 10/10/2011 deadline?
  - Clarification on assessing courses & programs
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – October 7, 2011
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
September 30, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan, Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
8.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
9.	Perez, Doris	Assistant Director, Planning & Development	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Unpingco, Aaron	BOT Student Representative	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**

**MINUTES (Update #247)**

**President's Conference Room (PCR)**

**2 p.m. Friday September 30, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Dr. Gina Tudela (Co-Chair), Joseph Benavente, Ines Bukikosa, Priscilla Johns, Marlana Montague, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng, Katsuyoshi Uchima and Aaron Unpingco

**Members absent:** Steven Alvarez, Dr. Michael Chan and Cecilia Delos Santos

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY MICHAEL SETZER II THAT THE MEETING MINUTES (UPDATE #246) FOR SEPTEMBER 16, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Adult Education Program (Basic Skills), AY10-11 course level assessment plan – This is based on the course and it's missing some ISMPs, artifacts and people are not assigned. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**Team 2:**

- Introduction to Health Occupations, SP10-FA11 course level assessment report – to be covered at the next meeting.
- Visual Communications Secondary, course level assessment report (was tabled on May 6, 2011) – to be covered at the next meeting.

**Team 4:**

- Supervision & Management AS/Certificate, AY10-11 course level assessment report – The author did not specify "N=40" but listed that criterion was met. The problem with this is that there are only 3 courses that showed artifacts. Half of the things are there and the other half is missing. MICHAEL SETZER II MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Eric mentioned to Wilson during their meeting that his committee will be focusing on 3 items. 1) Mapping the ILOs for Gen. Ed., 2) dual credit and 3) updating programs or courses that are over 5 years old and getting them approved by the committee. Wilson will meet Eric again next month.

- CFS templates for plans and reports, reminder – review teams were reminded to discard old templates and to use the assessment plan and assessment report CFS templates transmitted yesterday by Priscilla.
- CFS due (10/3/2011) to AIER the Monday after CCA's Rating – Reminder that CFSs are due the following Monday after CCA reviews.
- TracDat User's Guide update (V4.4.2.1) Feedback – No recommendations given. The guide was uploaded to the AIER home page website under What's New.
- Assessment Training, update – As of today, there were 26 faculty who participated in the training. Priscilla will continue to conduct the trainings on Tuesday October 4 (10:30 a.m. – 11:30 a.m.) and Wednesday October 5 (10:30 - 11:30 and 3:30 p.m. – 4:30 p.m.)
- SLO Training for Adjunct, update – Gina had a discussion with Mike Chan and he mentioned that adjunct faculty was provided with some training this semester and will continue every semester if funding is available.
- TracDat Simple Steps Guide for Peer Evaluation Team, update – Priscilla is currently working on this and should be finished by next week.
- Brown Bag Sessions, update – Marlana presented to COPSA on September 23, 2011. There were two other sessions, one on Tuesday for faculty and Wednesday for departments. No one showed up for both sessions. Gina indicated that the "Brown Bag Sessions" announcement was made on MyGCC and posters were placed around campus. CCA members were also asked to share the "Brown Bag Sessions" schedule with their departments.

## **VI. New Business**

- Introduction, New Student Member – CCA members introduced themselves to the second student representative, Aaron Unpingco. Gina advised Aaron to set up a one to one TracDat training session with Priscilla or attend any of the TracDat scheduled training sessions.
- Non-compliance units, how can we help them meet the 10/10/2011 deadline? – Wilson reminded the CCA members that the last CCA meeting (9/23/2011) was cancelled so that CCA members could meet with authors to assist them with their assessment in order to meet the October 10<sup>th</sup> deadline. Priscilla indicated that Team #1 sent her an email informing her that they did communicate with their assigned units. Wilson also suggested that the best way to increase the percentage for compliance was to touch base with the author more frequently by sending an email, calling the author or just stopping by to see how they are doing with assessment. Gina also mentioned that AIER office can provide training to the authors if necessary.
- Clarification on assessing courses & programs – Wilson mentioned that over the past few weeks it seemed that several authors were confused about what needs to be assessed. Gina indicated that in the CCA minutes dated April 8, 2011, it was said that "all courses and sections in the master schedule be assessed". Early next week CCA will put an announcement out and attach the

2 year assessment cycle schedule so that everyone is aware of what the expectations are. Wilson suggested that the review team touch base with the authors and assist them if they have questions. If the author does not meet the deadline, then their dean will be informed. Gina indicated that this is an existing problem and that the non-compliance list goes to the VP, and follows through the chain of command. What the committee needs to do is to communicate more with the authors. Mike Setzer suggested that the DC run a monthly report for the department and that will show if any work has been done. The DC can then follow up with the assigned author. Gina also mentioned that ACCJC requires that courses be assessed. Every spring, GCC has to provide ACCJC a report on course level assessment so CCA wants to make sure the percentages are high. YVONNE TAM MOTIONED THAT ALL PROGRAM COURSES AND SECTIONS IN THE MASTER SCHEDULE BE ASSESSED, SECONDED BY MICHAEL SETZER II. Motion carried.

**VII. Agenda Items for Next Meeting**

**VIII. Next meeting, October 7, 2011 @ 2 p.m. PCR**

**IX. Adjournment:** IT WAS MOVED BY YVONNE TAM , SECONDED BY KATSUYOSHI UCHIMA. Motion carried. Meeting adjourned at 2:58 p.m.



Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
(October 7, 2011 – Cancelled)  
October 14, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 30, 2011 minutes/update #247)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Computer Networking AS – AY10-11 program level assessment report
    - Computer Networking AS – AY10-11 course level assessment report
    - Early Childhood Education Secondary – program level assessment plan
    - Early Childhood Education Secondary – course level assessment plan
    - GED – program level assessment plan
    - Learning Resources Center – AY11-12 (FA11-SP12) program level assessment plan
    - Student Support Services – AY11-12 (FA11-SP12) program level assessment plan
  - Team 2*
    - English Department – AY10-12 (FA10-SP11) course level assessment report
    - Introduction to Health Occupations – SP10-FA11 course level assessment report
    - Marketing Secondary – course level assessment report
    - Project Aim – AY11-12 (FA11-SP12) program level assessment plan
    - Visual Communications Secondary – course level assessment report (was tabled on May 6, 2011)
  - Team 3*
    - Assessment & Counseling - AY11-12 (FA11-SP12) program level assessment plan
    - Early Childhood Education AS/Certificate – AY10-11 (FA10-SP11) program level assessment report
    - Early Childhood Education AS/Certificate – AY10-11 (FA-SP11) course level assessment report
    - Center for Civic Engagement – AY11-12 (FA11-SP12) program level assessment plan
    - Center for Student Involvement – AY11-12 (FA11-SP12) program level assessment plan
    - Computer Science AS/Certificate – AY10-11 (FA10-SP11) course level assessment report
  - Team 4*
    - Education AA/Certificate – AY10-11 (FA10-SP11) program level assessment report
    - Education AA/Certificate – AY10-11 (FA10-SP11) course level assessment report
    - Health Services Center – AY11-12 (FA11-SP12) program level assessment plan
    - Office Technology AS/Cert – FA10-SP11 course level assessment report
    - Planning & Development – AY2011-2012 (FA11-SP12) program level assessment plan
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday (10/10/2011) after CCA's Rating
  - Assessment Training - update
  - TracDat Simple Steps Guide for Peer Evaluation Team – update

- Brown Bag Sessions – update
- Clarification on assessing courses & programs
- VI. New Business
  - Early Childhood Education Secondary Program – extension till March 2012
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – October 21, 2011
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
(October 7, 2011 – Cancelled)  
October 14, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan, Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	On leave
7.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Unpingco, Aaron	BOT Student Representative	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**(October 7, 2011 CANCELLED)**  
**MINUTES (Update #248)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday October 14, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Marlana Montague (Co-Chair), Ines Bukikosa, Dr. Michael Chan, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Joseph Benavente, Cecilia Delos Santos, Priscilla Johns (Leave), and Aaron Unpingco

**III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY MICHAEL SETZER II THAT THE MEETING MINUTES (UPDATE #247) FOR SEPTEMBER 30, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Computer Networking AS, AY10-11 program level assessment report – The author needs to complete what “N” is. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Computer Networking AS, AY10-11 course level assessment report – The report is missing information. There are no courses in the report that was listed in the plan. Also, there is inconsistency with SLOs. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Early Childhood Education Secondary, program level assessment plan – NOT UNDER TEAM 1
- Early Childhood Education Secondary, course level assessment plan – NOT UNDER TEAM 1
- GED, program level assessment plan – NOT RATED
- Learning Resources Center, AY11-12 (FA11-SP12) program level assessment plan – NOT UNDER TEAM 1
- Student Support Services, AY11-12 (FA11-SP12) program level assessment plan – Nothing was completed in the plan. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.

**Team 2:**

- English Department, AY10-12 (FA10-SP11) course level assessment plan – The author needs to clarify what is 6.0 and .6. KATSUYOSHI UCHIMA

APPROVED WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.

- Introduction to Health Occupations, SP10-FA11 course level assessment report – NOT RATED
- Marketing Secondary, course level assessment report – The report looks good and it shows that the author put a lot of work into it. The author just needs to clarify “N=28”. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Project Aim AY11-12 (FA11-SP12) program level assessment plan – NOT RATED
- Visual Communications Secondary, course level assessment report (was tabled on May 6, 2011) – The DC said he should be done with the report by this Saturday. Yvonne mentioned that the DC is in the process of changing the SLOs. KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.

**Team 3:**

- Assessment & Counseling AY11-12 (FA11-SP12) program level assessment plan – The plan is missing the sample that was used for evaluation. Also, there is no activity schedule under related goals. The plan is also missing goals and the artifact was not uploaded. The report however was very thorough. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Early Childhood Education AS/Certificate – AY10-11 (FA10-SP11) program level assessment report – The author mentioned that criterion was not met but did not mention the “use of summary results”. More information is needed on how it will be improved. Also, there were no artifact samples uploaded. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Early Childhood Education AS/Certificate – AY10-11 (FA10-SP11) course level assessment report – NOT RATED
- Center for Civic Engagement AY11-12 (FA11-SP12) program level assessment plan – The plan is missing a lot of information. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.
- Center for Student Involvement AY11-12 (FA11-SP12) program level assessment plan – Not all goals were met and documents were not uploaded. The author mentioned a school year but did not clarify what year. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Computer Science AS/Certificate AY10-11 (FA10-SP11) course level assessment report – NOT RATED

**Team 4:**

- Education AA/Certificate AY10-11 (FA10-SP11) program level assessment report – The report is missing student artifacts. MARLENA MONTAGUE

MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

- Education AA/Certificate AY10-11 (FA10-SP11) course level assessment report – The report is missing student artifacts. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Health Services Center AY11-12 (FA11-SP12) program level assessment plan – The plan looked very good. All documents were uploaded and tasks were assigned. No issues with this plan. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Office Technology AS/Cert FA10-SP11 course level assessment report – NOT RATED
- Planning & Development AY1011-2012 (FA11-SP12) program level assessment plan – There were no issues with this plan. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.

#### **V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson will email Eric to see when they will meet.
- CFS due to AIER the Monday (10/17/2011) after CCA's Rating – Anything rated today (Oct. 14, 2011) will be due Monday, Oct. 17, 2011 by 5 p.m.
- Assessment Training Update – Training was done. Marlena mentioned that on certain days, there was a good faculty turnout and on other days they had only 1 person attend.
- TracDat Simple Steps Guide for Peer Evaluation Team – Priscilla is still working on the "Simple Steps Guide". According to Marlena, Dr. Houston from ACCJC was given access to TracDat and is now reviewing Standard 1 Evaluation report.
- Brown Bag Sessions – The last session will take place next Wednesday, Oct. 19<sup>th</sup> at 3:30 p.m. in the Tech Center, Rm. 1210. The session is about feedback on IDEA surveys.
- Clarification on assessing courses & programs – Wilson indicated that authors have to assess all programs. Also, when uploading artifacts, the author should include 1 artifact that met the criteria and the other artifact that did not meet the criteria.

#### **VI. New Business**

- Early Childhood Education Secondary Program, extension till March 2012 – Wilson did not see a "Request for Extension" for this program. Marlena mentioned that this was about starting a pilot for GW.
- Math & Science Author – The new DC does not have any data from the previous year. Marlena will speak with Gina about doing some training for

October 14, 2011

President's Conference Room, 2 p.m.

the new author. Also, several faculties have mentioned that adjunct teachers are not turning in any artifacts just grades.

**VII. Agenda Items for Next Meeting**

**VIII. Next meeting, October 21, 2011 @ 2 p.m. PCR**

**IX. Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
October 21, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 14, 2011 minutes/update #248)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Accounting AS – program level assessment report
    - Accounting AS – course level assessment report
    - GED – program level assessment plan
  - Team 2*
    - Introduction to Health Occupations – SP10-FA11 course level assessment report
    - Project Aim – AY11-12 (FA11-SP12) program level assessment plan
    - Visual Communications Secondary – course level assessment report
  - Team 3*
    - Assessment & Counseling – resubmitted program level assessment plan
    - Early Childhood Education AS/Certificate – AY10-11 (FA-SP11) course level assessment report
    - Early Childhood Education Secondary – course level assessment plan
    - Computer Science AS/Certificate – AY10-11 (FA10-SP11) course level assessment report
    - Development & Alumni Relations – AY11-12 (FA11-SP12) program unit assessment plan
  - Team 4*
    - Learning Resources Center – AY11-12 (FA11-SP12) program level assessment plan
    - Office Technology AS/Cert – FA10-SP11 course level assessment report
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday (10/24/2011) after CCA's Rating
  - TracDat Simple Steps Guide for Peer Evaluation Team – update
  - Brown Bag Sessions – update
- VI. New Business
  - CFS template for approved rating – revise?
  - Vacant membership positions needed?
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – October 28, 2011 – cancel due to Accreditation Assembly?
- IX. Adjournment



Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
October 21, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
6.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
7.	Perez, Doris	Assistant Director, Planning & Development	
8.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
9.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
10.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
11.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
12.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
13.	Unpingco, Aaron	CPOSA, Board of Trustee Student Representative	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #249)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday October 21, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Joseph Benavente, Ines Bukikosa, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima and Aaron Unpingco

**Members absent:** Dr. Michael Chan, Cecilia Delos Santos and Marlena Montague (Leave)

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #248) FOR OCTOBER 14, 2011 IS APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Accounting AS, program level assessment report – The report is missing several parts. Also, the data collection status is not complete. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Accounting AS, course level assessment report – The report looked fine in the beginning. The author assessed 20 courses but did not complete a few more. Mike Setzer mentioned that the author was having difficulty trying to get artifacts from the adjunct faculty that taught those courses. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- GED, program level assessment plan – There are only 2 AUOs in the plan. The minimum requirement is to have 3. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

**Team 2:**

- Introduction to Health Occupations, SP10-FA11 course level assessment report – Some parts of the “Data Collection” were incomplete. Also, no student work uploaded. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Project Aim, AY11-12 (FA11-SP12) program level assessment plan – The SSUO #3 does not match the criterion. The author should simplify the SSUO to say that participants will transfer to a 4 year institution and under criterion, indicate how many within the program year. Also, the author needs to clarify

if the end date of the grant reporting was used as the data collection cycle end date. The committee agreed that the plan end date should follow the standardized date, i.e., when the implementation status is due. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

- Visual Communications Secondary, course level assessment report – There are several problems with the related documents. The author needs to show that the SLOs via the course syllabi given to students are actually the same SLOs that are assessed in TracDat. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 3:**

- Assessment & Counseling, resubmitted program level assessment plan – Wilson was not able to see the documents that the committee recommended the author to upload into TracDat. However, Wilson spoke with Cecilia and she confirmed that the documents were uploaded. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.
- Early Childhood Education AS/Certificate, AY10-11, (FA-SP11) course level assessment report - The author assessed 13 courses and most of the information is in the report. The author indicated to “monitor assessment tool to ensure measuring of SLOs”. The committee said there should be more to that statement. Also, the dates are incorrect and the author did not upload the evidence from the students. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Early Childhood Education Secondary, course level assessment plan – WILSON TAM MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Computer Science AS/Certificate, AY10-11 (FA10-SP11) course level assessment report – There are only a few courses that has data inputted. Therefore the report is incomplete. Wilson will contact and assist the author. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Development & Alumni Relations, AY11-12 (FA11-SP12) program unit assessment plan – Many things are missing on this plan, the related goals and related activities. Also, the plan is very wordy and the author should just make it brief. The author also mentioned that a log will be developed but was not uploaded. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**Team 4:**

- Learning Resources Center, AY11-12 (FA11-SP12) program level assessment plan – Just a few minor things that need changes. The plan is missing uploads. ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.

- Office Technology AS/Cert, FA10-SP11 course level assessment report – Zhaopei noticed that the course-level plan for last review was not approved. ZHAOPEI TENG MOTIONED THAT THE COMMITTEE REJECT THE REVIEW AND RATING ON THE COURSE LEVEL ASSESSMENT REPORT FOR OFFICE TECHNOLOGY AS/CERTIFICATE UNTIL THE COMMITTEE APPROVES THE COURSE LEVEL ASSESSMENT PLAN, SECONDED BY YVONNE TAM. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson has not heard from Eric Chong.
- CFS due to AIER the Monday (10/24/2011) after CCA's Rating – Reminder, that CFSs' are due the following Monday by 5 p.m. to Priscilla.
- TracDat Simple Steps Guide for Peer Evaluation Team, update – The "TracDat Simple Steps Guide" was completed and forwarded to the AVP's office so that it could be sent to the Peer Evaluation Team.
- Brown Bag Sessions, update – NONE

**VI. New Business**

- CFS template for approved rating, revise? – PRISCILLA JOHNS MOTIONED TO TABLE, SECONDED BY DORIS PEREZ. Motion carried.
- Vacant membership positions needed? – As of today, there are only 13 CCA members. Of the 13 members, 7 are faculty and 4 administrators, not including the student representative and Priscilla. Mike Setzer II mentioned that the committee should have equal membership. CCA members will discuss this in the next meeting when Marlena is present.

**VII. Agenda Items for Next Meeting**

**VIII. Next meeting, October 28, 2011, cancel due to Accreditation Assembly?** It was confirmed that the accreditation assembly will take place at 3:30 p.m. on Friday, October 28, 2011. Therefore, CCA will continue as scheduled with their meeting at 2 p.m. DORIS PEREZ MOTION TO CONTINUE WITH THE CCA MEETING ON OCTOBER 28, 2011 AT 2 P.M., SECONDED BY YVONNE TAM. Motion carried.

**IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AARON UNPINGCO. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
October 28, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 21, 2011 minutes/update #249)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - GED – program-level resubmitted assessment plan
    - Practical Nursing Certificate – course-level assessment report
  - Team 2*
    - Pre-Nursing Certificate – program-level assessment report
  - Team 3*
    - Center for Civic Engagement – resubmitted AY11-12 assessment plan
    - Center for Student Involvement – resubmitted AY11-12 assessment plan
    - Early Childhood Education Secondary – course level assessment plan
    - Hotel Operations & Management AS – program-level assessment report
  - Team 4*
    - Accommodative Services – unit level assessment plan
    - Learning Resources Center – resubmitted AY11-12 assessment plan
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday (11/14/2011) after CCA's Rating
  - Brown Bag Sessions – update
  - November 11, 2011 – Veteran's Day – no CCA meeting
- VI. New Business
  - CFS template for approved rating – revise?
  - Non-Compliance Units for October 10, 2011 deadline – update from review teams
  - Team 1:*
    - Apprenticeship Training
    - Board of Trustees
    - Construction Technology Certificate
    - Liberal Studies AA
    - Medical Assisting AS/Certificate
    - Surveying Technology AS/Certificate
    - Work Experience
  - Team 2:*
    - Automotive Service Technology AS/Certificate
    - Automotive (Collision Repair & Refinishing) Technology Secondary
    - Automotive Service Technology Secondary
    - Continuing Education & Workforce Development
    - Criminal Justice AS/Certificate
    - Criminal Justice & Social Science Department Courses
    - Marketing AS
    - Math & Science Department Courses

Medium/Heavy Truck Diesel Technology Certificate  
Visual Communications AS

***Team 3:***

Adult High School Diploma  
Computer Science AS/Certificate (program-level)  
Computer Aided Design & Drafting Certificate  
Culinary Arts AA  
Electronics & Computer Networking Secondary  
Food & Beverage Management AS  
Hotel Operations & Management AS (course-level report)  
Lodging Management Secondary  
Pre-Architectural Drafting AS  
President/CEO  
Prostart Secondary

***Team 4:***

Admissions & Registration  
Communications & Promotions  
Cosmetology Certificate  
Emergency Management AS  
Fire Science Technology Certificate  
Foundation Board  
General Education Committee  
Office Technology AS/Certificate  
Supervision & Management AS/Certificate  
Tourism & Hospitality Department Courses  
Tourism & Travel Management AS

- Vacant membership positions needed?

VII. Agenda Items for Next Meeting

VIII. Next meeting – November 4, 2011

IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
October 28, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan Dr., Michael	Adjunct Associate Dean, TSS	MTM meeting w/Dr. Ray
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
6.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
7.	Perez, Doris	Assistant Director, Planning & Development	MTM meeting w/Dr. Ray
8.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
9.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
10.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
11.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
12.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
13.	Unpingco, Aaron	CPOSA, Board of Trustee Student Representative	Meeting with BOT & President
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #250)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday October 28, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Joseph Benavente, Ines Bukikosa, Cecilia Delos Santos, Priscilla Johns, Marlena Montague, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Dr. Michael Chan (Meeting with Dr. Ray), Doris Perez (Meeting with Dr. Ray), and Aaron Unpingco (Meeting with BOT & President)

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #249) FOR OCTOBER 21, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- GED, program-level resubmitted assessment plan – The author corrected all discrepancies that were indicated in the last meeting. The author however needs to address how the GCC fact book is tied to his program. JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Practical Nursing Certificate, course-level assessment report – Yvonne Tam was delayed at Southern High School so she asked Priscilla to report for her. According to Yvonne's notes, the documents uploaded were not in PDF format and the author did not explain the "use of summary results". Also, start and end dates are incorrect and "N=" is not recorded accurately. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**Team 2:**

- Pre-Nursing Certificate, program-level assessment report – Kat mentioned that there is some confusion with this report. The report indicates that the author is assuming this cycle is for "data collection". Priscilla said this program has been out of sync for 2 years and they were trying to catch up. The author just wanted to submit something from the previous year. Priscilla recommended the committee rate this report. The SLOs did not have an explanation on what was the purpose of the exams. Also, the dates are an issue and the "use of summary results" is limited. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.



**Team 3:**

- Center for Civic Engagement, resubmitted AY11-12 assessment plan - The author inputted almost everything that was recommended on the CFS except for the "budget related" section and other minor things. The author assured Wilson that she will complete the budget section immediately. Priscilla mentioned that this was a federally funded program. The budget impact section required information from the department's budget request from the General Funds. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.
- Center for Student Involvement, resubmitted AY11-12 assessment plan – One of the related goals was not checked. Under SSUOs 1, 2 & 3 the author identified that the SSUO reflects or incorporates towards the fact book but did not address how the new plan would reflect or incorporate information from the data collection status. Overall, the author did mostly everything that was recommended on the CFS. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Early Childhood Education Secondary, course level assessment plan – There are many things missing on this plan. Priscilla sent the "Request for Extension" to the DC and to Clare and had asked them to submit their request in order for this committee to extend their plan to March 2012. Priscilla said that is a new program and it is being piloted. WILSON TAM MOTIONED TO TABLE UNTIL NEXT SPRING, SECONDED BY ZHAOPEI TENG. Motion carried.
- Hotel Operations & Management AS, program-level assessment report – The author indicated issues under SLOs and "data summary results". The author needs to clarify what the issues are. Priscilla's concern was, is the author evaluating the student or the program? She suggested that perhaps the appropriate tool to use to measure the program and SLO is feedback from the employers involved in the student placement/internship instead of merely feedback from the students. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

**Team 4:**

- Accommodative Services, unit level assessment plan – Everything has been completed, just minor things. MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL SETZER II. Motion carried.
- Learning Resources Center, resubmitted AY11-12 assessment plan – All concerns from the CFS on this plan was addressed. Everything looks good. Priscilla mentioned this is an excellent student services unit model. ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson met with Eric yesterday. Basically, there is still more work to be done with the dual-credit. Wilson and Eric will meet again next month.
- CFS due to AIER the Monday (11/4/2011) after CCA's Rating – Reminder, CFSs are due the following Monday after CCA rating.
- Brown Bag Sessions, update – Marlena had a session this past Wednesday in the afternoon in order to accommodate secondary instructors. Only 1 counselor attended and was given information on the IDEA Diagnostic Report.
- November 11, 2011, Veteran's Day, No CCA meeting – It's a holiday so CCA will not meet.

**VI. New Business**

- CFS template for approved rating, revise? - If you found any errors or are confused with the template, please inform AIER. WILSON TAM MOTIONED TO TABLE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Non-Compliance Rate for October 10, 2011 deadline, update from review teams

**Team 1:**

- Apprenticeship Training – The administrator was reminded via email.
- Board of Trustees – The author was reminded via email.
- Construction Technology Certificate – The author has worked very hard with Priscilla and Marlena on this program and it is now completed.
- Enrollment Services – A memo from Dean Santos indicated that effective September 30, 2011, Enrollment Services will no longer be active.
- Liberal Studies AA – The "Request for Extension" is currently in the AVP's office awaiting Dr. Ray's signature.
- Materials Management – The entire Finance and Administration Division have a standing "Request for Extension" to change their due dates from October to November and from March to April every year. The approved memo was uploaded into TracDat.
- Medical Assisting AS/Certificate – The author is currently working on this and should be completed by next week.
- Surveying Technology AS/Certificate – The author is out sync and should be done by the end of next week.
- Work Experience – The author completed the report. Priscilla mentioned the report was for last deadline and that a new plan was due.
- Accounting – Mike mentioned that the DC is trying to contact the adjunct faculty to provide the artifacts to Pilar and Fred.

**Team 2:**

- Automotive Service Technology AS/Certificate –

- Automotive (Collision Repair & Refinishing) Technology Secondary –
- Automotive Service Technology Secondary –
- Continuing Education & Workforce Development –
- Criminal Justice AS/Certificate –
- Criminal Justice & Social Science Department Courses –
- Marketing AS –
- Math & Science Department Courses –
- Medium/Heavy Truck Diesel Technology Certificate –
- Visual Communications AS -

Team 3:

- Adult High School Diploma – Wilson spoke to Huan and he said he was not responsible for this program and it was the DCs who are responsible for the course assessment.
- Computer Science AS/Certificate – The course assessment was rated, however the program level report was due.
- Computer Aided Design & Drafting Certificate – DC Yanger has been working on the plans.
- Culinary Arts AA – Wilson didn't hear anything from this author.
- Electronics & Computer Networking Secondary –
- Food & Beverage Management AS –
- Hotel Operations & Management AS (course-level report) –
- Lodging Management Secondary – Wilson sent an email to Barry and copied the chefs.
- Pre-Architectural Drafting AS –
- President/CEO –
- ProStart Secondary -

Team 4:

- Admissions & Registration – Patrick is done, just needs to input to TracDat.
- Communications & Promotions – Priscilla had a working session with the author. She started the plan but has not completed it at this time.
- Cosmetology Certificate – Priscilla emailed the DC of this program and did not get a response.
- Emergency Management AS – Priscilla emailed the DC and copied Wilson regarding the discussions they had about the program.
- Fire Science Technology Certificate – Same as EM
- Foundation Board – The author was reminded via email.
- General Education Committee
- Office Technology AS/Certificate – Zhaopei did not hear from Sandy after the email was sent.
- Tourism & Hospitality Department Courses –
- Tourism & Travel Management AS –

- Vacant membership positions needed? A few meetings ago, Wilson mentioned that a faculty was interested in joining CCA. Now, that faculty has decided not to join CCA. Zhaopei suggested an announcement be made on MyGCC that CCA is asking for faculty volunteers to become members.
- The list of non-compliant program/units above did not meet the October 10<sup>th</sup> deadline. Reminders from AIER were sent to the authors, training/workshop opportunities were provided and review teams met and/or communicated via emailed the authors. The program/unit authors did not submit a "Request for Extension". Wilson suggested that Dr. Ray meet with the authors concerning this matter. Priscilla ask that Wilson send a memo to Dr. Ray indicating that the CCA review teams have communicated with the authors and still no results. PRISCILLA JOHNS MOTIONED TO HAVE THE CHAIR OF CCA SUBMIT A MEMO TO THE AVP AND COPY THE VP AND DEANS WHO OVERSEE THE PROGRAM/UNITS, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- The committee consists of 7 faculty, 4 administrators and 1 student representative.

**VII. Agenda Items for Next Meeting**

**VIII. Next meeting November 4, 2011**

**IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA. Motion carried. Meeting adjourned at 3:06 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
November 4, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 28, 2011 minutes/update #250)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Adult Basic Education (Basic Skills) – resubmitted assessment plan
    - Apprenticeship Training Program – AY11-12 assessment plan
    - Work Experience – assessment report
  - Team 2*
    - Continuing Education & Workforce Development – AY11-12 assessment plan
  - Team 3*
    - Office of the President – AY11-12 assessment plan
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday (11/7/2011) after CCA's Rating
  - Brown Bag Sessions – update
  - November 11, 2011 (Veteran's Day) – no CCA meeting
  - CFS template for approved rating – revise?
  - Non-Compliance Units for October 10, 2011 deadline – update from review teams or Chair
- VI. New Business
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – November 18, 2011
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
November 4, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	On leave
4.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
6.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
7.	Perez, Doris	Assistant Director, Planning & Development	
8.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
9.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
10.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
11.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
12.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
13.	Unpingco, Aaron	CPOSA, Board of Trustee Student Representative	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #251)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday November 4, 2011**

**I. Call to Order – 2:08 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Ines Bukikosa, Dr. Michael Chan, Priscilla Johns, Marlena Montague, Doris Perez, Michael Setzer II, Yvonne Tam, and Zhaopei Teng

**Members absent:** Joseph Benavente (Working on Self Study Report), Cecilia Delos Santos (Leave), Katsuyoshi Uchima (Leave) and Aaron Unpingco

**III. Approval of prior minutes: IT WAS MOVED BY INES BUKIKOSA, SECONDED BY ZHAOPEI TENG THAT THE MEETING MINUTES (UPDATE #250) FOR OCTOBER 28, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Adult Basic Education (Basic Skills), resubmitted assessment plan – Under “criterion” the author needs to validate what activity helped the adult learner move from level to another. Also, some of the goals are still missing. Since this is a resubmitted plan and still has some issues, Doris said she will meet with the author to discuss the changes. DORIS PEREZ MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.
- Apprenticeship Training Program, AY11-12 assessment plan – The plan is missing several goals and there are no artifacts uploaded. Also, the AUOs are identical to last year's AUOs. Priscilla said that the only way for the author to evaluate and assess the program is strictly by recruitment and that the author has no control over student progress in the classes. She further stated that the student's progress will be assessed by the specific degree and/or course assessment. Dr. Mike Chan stated that because of the nature of the program, the AUOs may not change from assessment cycle to another. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

- Work Experience, assessment report – Priscilla received an email from a review team member asking for her to add “Work Experience” to the agenda after she had already sent the agenda to the committee. This program has been out of sync for a while. The committee rated this same report as resubmit last semester. The CFS from the last assessment cycle will indicate whether or not the author made the changes that were suggested. A new plan for this year's cycle was due. There were no SSUOs inputted and many of the documents uploaded were not in PDF format. Yvonne will speak with the author regarding the issues on the report. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 2:**

- Continuing Education & Workforce Development, AY11-12 assessment plan – The plan is missing uploads of the tools. The committee suggested that a copy of the template and policy be included as part of the tools. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED DORIS PEREZ. Motion carried.

**Team 3:**

- Office of the President, AY11-12 assessment plan – The author must begin with the word “To” when wording/describing the AUOs. By doing this, all AUOs will be uniformed. Under “means of assessment” the author needs to clarify what document she is referring to. Also, not all of the “related goals” have been checked. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson has not heard from Eric at this time, but the two are suppose to meet this month.
- CFS due to AIER the Monday (11/7/2011) after CCA's Ratings – Reminder, CFSs are due by 5 p.m. next Monday.
- Brown Bag Session update – Remove from agenda, sessions completed.
- November 11, 2011 (Veteran's Day), no CCA meeting – No meeting on November 11<sup>th</sup>. The next CCA meeting will be Nov. 18<sup>th</sup>.
- CFS template for approved rating, revise? - If there is anything on the CFS that is not clear or if there is something that needs to be included on the template, please inform the AIER.



November 4, 2011

President's Conference Room, 2 p.m.

- Non-Compliance Units for October 10, 2011 deadline, update from review teams or Chair – Wilson, Marlena and Priscilla will be meeting with Dr. Ray and the deans today. The discussion is about the non-compliance units. Priscilla reported the following for all AS, Certificate and Secondary programs and administrative units:
  - Instructional Programs – Out of 43 units, 15 met the deadline, non-compliance is at 65% (28 did not meet the deadline).
  - Administrative Units – Out of 24 units, 20 met the deadline, non-compliance is at 17% (4 did not meet the deadline).
  - Overall, the total number of programs and admin units is 67. Therefore, 48% did not comply with the Oct. 10<sup>th</sup> deadline.

**VI. New Business** - none

**VII. Next meeting November 18, 2011**

**VIII. Adjournment:** IT WAS MOVED BY DORIS PEREZ, SECONDED BY INES BUKIKOSA. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
(November 18, 2011- Cancelled)  
December 2, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (November 4, 2011 minutes/update #251)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Adult Education Program (Basic Skills) resubmitted assessment plan
    - Apprenticeship Training Program – resubmitted AY11-12 assessment plan
    - Computer Networking AS – resubmitted program-level assessment report
    - Computer Networking AS – resubmitted course-level assessment report
    - Materials Management – AY11-12 assessment plan
    - Student Support Services – resubmitted assessment plan
    - Work Experience – resubmitted (AY09-10) assessment report
  - Team 2*
    - Business Office – AY11-12 assessment plan
    - Human Resources – AY11-12 assessment plan
    - Introduction to Health Occupations Secondary – resubmitted course-level assessment report
    - Management Information Systems – AY11-12 assessment plan
    - Pre-Nursing – resubmitted program-level data collection status/report
    - Visual Communications Secondary – resubmitted course-level assessment report
  - Team 3*
    - Early Childhood Education AS/Certificate – resubmitted program-level assessment report
    - Early Childhood Education AS/Certificate – resubmitted course-level assessment report
    - Student Financial Aid – AY11-12 assessment plan
  - Team 4*
    - Admissions & Registration – AY11-12 assessment plan
    - Communications & Promotions – AY11-12 assessment plan
    - Education AA/Certificate – resubmitted course-level assessment report
    - Education AA/Certificate – resubmitted program-level assessment report
    - Environmental Health & Safety – AY11-12 assessment plan
    - Facilities – AY11-12 assessment plan
    - Office Technology AS/Certificate – resubmitted program-level assessment plan
    - Project Aim – resubmitted assessment plan

V. Old Business – Update/Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday (11/7/2011) after CCA's Rating
- Revised Assessment Plan and Report CFS templates for approval
- Non-Compliance Units for October 10, 2011 deadline – update from review teams
- CCA Member Training
- CCA Review Team Rotation

VI. New Business

VII. Agenda Items for Next Meeting

VIII. Next meeting – December 9, 2011 (Last meeting for the semester)

IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
(November 18, 2011 – Cancelled)  
December 2, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	Needs to cover HSC – due to one nurse on board.
4.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
6.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
7.	Perez, Doris	Assistant Director, Planning & Development	
8.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
9.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
10.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
11.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
12.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
13.	Unpingco, Aaron	CPOSA, Board of Trustee Student Representative	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #252)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday December 2, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam-Chair, Ines Bukikosa, Dr. Michael Chan, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Joseph Benavente (Working on project for Dr. Ray), Cecilia Delos Santos (Covering HSC), Marlena Montague (Leave), Aaron Unpingco (Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY DORIS PEREZ, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #251) FOR NOVEMBER 4, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Adult Education Program (Basic Skills) resubmitted assessment plan – The initial plan was not based on the program but based on the state level. The plan is now specific to the program. Doris worked with the author to make those changes. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY MICHAEL SETZER II. Motion carried.
- Apprenticeship Training Program, resubmitted AY11-12 assessment plan – The plan was missing a lot of information the last time it was rated. The author has made all corrections as requested. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY DR. MICHAEL CHAN. Motion carried.
- Computer Networking AS, resubmitted program-level assessment report – Doris Perez said that there needs to be consistency with returning of the CFS because the process is time consuming. The authors would email the review team members and say they have made the changes. The team member then checks if changes were actually made and if it should be on the agenda again for review. Zhaopei suggested that the author indicate on the CFS what they have completed. DORIS PEREZ MOTION TO TABLE, SECONDED BY YVONNE TAM. Motion carried.
- Computer Networking AS, resubmitted course-level assessment report – The report still needs work. DORIS PEREZ MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.
- Materials Management, AY11-12 assessment plan – The plan looks good, the author did almost everything asked of her. However, the author did not

upload the artifacts in PDF format. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.

- Student Support Services, resubmitted assessment plan – The author made all the changes that was recommended. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY DR. MICHAEL CHAN. Motion carried.
- Work Experience, resubmitted (AY09-10) assessment report – The author made some changes but the artifacts uploaded was not in PDF format. Yvonne will call the author and work with him on again. YVONNE TAM MOTIONED TO TABLE, SECONDED BY DORIS PEREZ. Motion carried.

**Team 2:**

- Business Office, AY11-12 assessment plan – The dates on the plan need to reflect the Two-Year Assessment Schedule dates. Priscilla mentioned that the due dates reflects the Finance & Administration's standing request for extension to change from October to November and from March to April of each cycle year because October and March are the division's peek time for financial processing. The new dates should be Nov. 2011 & April 2013. Also, nothing showing on the drop list (Program SLO/AUO/SSUO Plan Reflects/Incorporates) Notes from the pull/drop down list above. The artifact uploaded was not in PDF. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Human Resources, AY11-12 assessment plan – The plan is missing data and there are no related goals. The author also changed the dates on the plan. According to Priscilla, all departments under Business & Finance will have changed their dates from October to November and from March to April. The dates reflect their new deadline. There was a question of why HR indicated that only 80% and not a 100% of fulltime employee files will be scanned and saved in banner. Also, the author needs to describe the tool when "other" is the tool selection. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Introduction to Health Occupations Secondary, resubmitted course-level assessment report – The author was asked to make changes to the start dates. Only 3 dates were changed. Also, there are still no artifacts of students' work uploaded. Ines will check with the author again. INES BUKIKOSA MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Management Information Systems, AY11-12 assessment plan – The author addressed the methods, criterion and the activity schedule. The only recommendation is changing the start and end dates to be uniformed with the Finance & Administration units. DR. MICHAEL CHAN MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Pre-Nursing, resubmitted program-level data collections status/report – The author actually completed the report for this program and therefore is ahead of schedule. The author continues to collect data and enter in TracDat for the upcoming due date.

- Visual Communication Secondary, resubmitted course-level assessment report – The students name is still on the document that was uploaded. KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 3:**

- Early Childhood Education AS/Certificate, resubmitted program-level assessment report – The last CFS asked that the author upload evidence. At this time, nothing has been uploaded. The author also needs to address why there is a budget request for the courses and not the program. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCIMA. Motion carried.
- Early Childhood Education AS/Certificate, resubmitted course-level assessment report – The author made some changes but not all that was asked of her. Clarification is needed. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- Student Financial Aid, AY11-12 assessment plan – There were no related goals checked for the SSUOs. Also, the author should provide a sample of the artifact for the team to review. Dates must also change from October to November and March to April to be consistent with Finance & Administration Division units. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY MICHAEL CHAN. Motion carried.

**Team 4:**

- Admissions & Registration, AY11-12 assessment plan – ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY INES BUKIKOSA. Motion carried.
- Communications & Promotions, AY11-12 assessment plan – ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Education AA/Certificate, resubmitted course-level assessment report – ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Education AA/Certificate, resubmitted program-level assessment report – ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Environmental Health & Safety, AY11-12 assessment plan – There are different AUOs from the last time. MICHAEL SETZER II MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Facilities, AY11-12 assessment plan – MICHAEL SETZER II MOTIONED TO APPROVE WITH MINOR CLARIFICATION, SECONDED BY DR. MICHAEL CHAN. Motion carried.
- Office Technology AS/Certificate, resubmitted program-level assessment plan – There are no artifacts uploaded and the task was not identified. According to Priscilla, this program is out of sync. Last semester, this committee rated the plan as resubmit. Recently, this committee rejected to rate the report

because the plan was not corrected. This program has not completed anything since 2008. Dr. Michael Chan will speak with the author and the department chair on this matter. Wilson indicated that this program needs to be reassessed to see why the courses are always cancelled. Maybe this program is no longer needed. The reviewing team should look at the trend and see how many students declared for this program and how many have graduated. ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

- Project Aim, resubmitted assessment plan – The CFS was checked and still no changes on the plan. MICHAEL SETZER II MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson spoke with Eric and everything remains the same.
- CFS due to AIER the Monday after CCA's Rating – Reminder, that the CFS is due Monday by 5 p.m.
- Revised Assessment Plan and Report CFS templates for approval – CCA members reviewed the CFS and changes need to be made before the next requirement in the 2 year assessment cycle. Doris mentioned that the authors should include their response to the "Response from Assessment Author" column on the CFS. This should be a requirement for all authors. Because some units are out of sync, the choices from the drop down list on what is due next cycle may not apply. Include the other items. The CFS template for the assessment plan recommendation is to include these statements. *The author is required to complete the last column and return to AIER. The author is required to respond to column 5 to the comments in column 4. Only 1 syllabus is required in PDF for each course identified as being assessed.* PRISCILLA JOHNS MOTIONED TO APPROVE THE CHANGES FOR THE ASSESSMENT PLAN CFS TEMPLATE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Due to time constraints, KATSUYOSHI UCHIMA MOTIONED TO TABLE THE REMAINING 3 ITEMS; Non-Compliance Units for October 10, 2011 deadline, update from review teams; CCA Member Training and CCA Review Team Rotation LISTED UNDER OLD BUSINESS, SECONDED BY MICHAEL SETZER II. Motion carried.

**VI. New Business - None**

**VII. Agenda Items for Next Meeting**

**VIII. Next meeting, Dec. 9, 2011 @ 2 p.m. PCR**

**IX. Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3:25 p.m.





Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
December 9, 2011 (Fall 2011 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (December 2, 2011 minutes/update #252)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Computer Networking AS – resubmitted program-level assessment report
    - Computer Networking AS – resubmitted course-level assessment report
    - Work Experience – resubmitted (AY09-10) assessment report
  - Team 2*
    - Introduction to Health Occupations Secondary – resubmitted course-level assessment report
    - Visual Communications Secondary – resubmitted course-level assessment report
  - Team 3*
    - Office of the President – resubmitted assessment plan
  - Team 4*
    - Admissions & Registration – AY11-12 assessment plan
    - Education AA/Certificate – resubmitted course-level assessment report
    - Education AA/Certificate – resubmitted program-level assessment report
    - Office Technology AS/Certificate – resubmitted program-level assessment plan
    - Project Aim – resubmitted assessment plan
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday (12/12/2011) after CCA's Rating
  - Revised Assessment Plan and Report CFS templates for approval
  - Non-Compliance Units for October 10, 2011 deadline – update from review teams
  - CCA Member Training
  - CCA Review Team Rotation
- VI. New Business
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – February 3, 2011 (first meeting for spring 2012 semester)
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
(November 18, 2011 – Cancelled)  
December 9, 2011 (Fall 2011 Term)  
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
6.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
7.	Perez, Doris	Assistant Director, Planning & Development	
8.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
9.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
10.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
11.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
12.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
13.	Unpingco, Aaron	CPOSA, Board of Trustee Student Representative	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #252)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday December 9, 2011**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlana Montague (Co-Chair) Dr. Michael Chan, Priscilla Johns, Michael Setzer II, Yvonne Tam, and Zhaopei Teng

**Members absent:** Joseph Benavente, Ines Bukikosa, Cecilia Delos Santos, Doris Perez, Katsuyoshi Uchima, and Aaron Unpingco (Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY MICHAEL SETZER II, SECONDED BY ZHAOPEI TENG THAT THE MEETING MINUTES (UPDATE #252) FOR DECEMBER 2, 2011 BE APPROVED WITH MINOR CHANGES. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Computer Networking AS, resubmitted program-level assessment report – YVONNE TAM MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Computer Networking AS, resubmitted course-level assessment report – YVONNE TAM MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Work Experience, resubmitted (AY09-10) assessment report – The author made the changes that were recommended in the CFS. YVONNE TAM MOTION TO APPROVE, SECONDED BY MICHAEL SETZER II. Motion carried.

**Team 2:**

- Introduction to Health Occupations Secondary, resubmitted course-level assessment report – NOT RATED.
- Visual Communications Secondary, resubmitted course-level assessment report – According to Yvonne, Kat was working with the author to make the changes. The author gave instructions on how to go to the “website” to see the students work. As for student names showing, Priscilla received an email from the author and used it as evidence to show the authorization from the students to show their names. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY MICHAEL SEZTER II. Motion carried.

**Team 3:**

- Office of the President, resubmitted assessment plan – The author made all the changes except for the schedule. The author needs to indicate when she will

gather the data. Wilson will stop by the author's office to verify the schedule. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL CHAN. Motion carried.

**Team 4:**

- Admissions & Registration, AY11-12 assessment plan – The author said he was working on the plan. However, when Marlana ran the report, there was no evidence or artifacts uploaded. The plan is incomplete and not ready for rating. MARLENA MONTAGUE MOTIONED TO RATE THE PLAN INCOMPLETE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Education AA/Certificate, resubmitted course-level assessment report – The author indicated that the criteria were met but there were no student artifacts uploaded. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Education AA/Certificate, resubmitted program-level assessment report – This is similar to the course-level assessment report. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.
- Office Technology AS/Certificate, resubmitted program-level assessment plan – ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY MICHAEL SETZTER II. Motion carried.
- Project Aim, resubmitted assessment plan – Mike Setzer II and Marlana reviewed the plan and still no changes were made. Therefore, the CFS stands and the plan is still considered a resubmit. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- Communication and Promotion, AY11-12 Assessment Plan – This item was added to the agenda during this meeting. The author did not have enough funding to produce additional videos; therefore she only focused on this particular AUO whereby production of video funding will be supported by a grant. In the CFS, the committee will explain exactly what is required of her. The author also needs to upload the "scope of work". ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

**V. Old Business – Update/Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Status quo.
- CFS due to AIER the Monday (12/12/2011) after CCA's Rating – Reminder that the CFSs' are due Monday by 5 p.m. to Priscilla.
- Revised Assessment Plan and Report CFS templates for approval – There were many changes made to the CFS template. Listed are a few of the changes: 1) A dropdown to identify who the author will email the CFS to. 2) A changed made in the statement reminding authors on what is due next, based on the 2 yr. assessment schedule. 3) Move #11 to #1. 4) The recommendation is to make sure the SLO and the course syllabus are the same

as the SLOs in the college catalog and in TracDat. 5) A copy of the course syllabus is uploaded for each course identified that is currently being assessed. 6) Authors can only upload documents that are only PDF or a READ ONLY format. Priscilla also mentioned that no changes were made to numbers 8, 9, 10, 11, 12 and 13. Also, on the last page at the bottom, there is a place to put a comment if the author has additional information that does not apply to any of the other columns. MICHAEL SETZER II MOTIONED TO APPROVE THE CHANGES MADE TO THE CFS ASSESSMENT PLAN TEMPLATE, SECONDED BY MARLEN MONTAGUE. Motion carried.

- Revised Report CFS Template for Approval – Priscilla made changes and added a statement to the top of the page as requested by the committee to remind authors to complete the response column and return the CFS to AIER. Priscilla indicated that the CCA members should be looking for the quality of the work and not to focus entirely on whether the date was correct or what “N” is equal to. The changes to the CFS report template should reflect on the quality of how the committee is rating the programs/units. This will also provide guidance to the authors so they are reminded to relate back to the SLO, that there is a clear flow/storey of assessment. Priscilla also indicated that the changes to the CFSs’ must be made now so that changes can be incorporated in the upcoming spring 2012 semester. When ACCJC reviews the documents, they will be able to see the flow between the SLO and the SUMMARY OF RESULTS. After approval of the CFS report template, Priscilla will post the approved template to the website and will then be available online as well as in TracDat documents tab. MICHAEL SETZER II MOTIONED TO APPROVE THE CFS REPORT TEMPLATE WITH CHANGES, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Non-Compliance Units for October 10, 2011 deadline, update from review teams – Marlena and Priscilla met with the authors and their deans regarding the non-compliance with assessment. Marlena said that the authors were given next week as their deadline to complete their assessment.
- CCA Member Training – Priscilla ask whether or not CCA should be trained. This item will be on the next CCA agenda.
- CCA Review Team Rotation – Wilson mentioned that committee members should rotate when reviewing assessment document so that each member will be exposed to every unit. MARLENA MONTAGUE MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.

**VI. New Business**

**VII. Agenda Items for Next Meeting - Training**

**VIII. Next meeting, February 3, 2012 @ 2 p.m. PCR (First meeting for spring 2012 semester)**

December 9, 2011

President's Conference Room, 2 p.m.

- IX. Adjournment:** IT WAS MOVED BY MARLENA MONTAGUE, SECONDED BY YVONNE TAM TO ADJOURN. Motion carried. Meeting adjourned at 3:25 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
February 3, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (December 9, 2011 minutes/update #253)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Adult Education Program (Basic Skills) resubmitted course-level assessment report
    - Computer Networking AS – resubmitted program-level assessment report
    - Computer Networking AS – resubmitted course-level assessment report
    - Materials Management – resubmitted assessment plan
    - Medical Assisting AS – course-level assessment report
  - Team 2*
    - Business Office – resubmitted assessment plan
    - Continuing Education & Workforce Development – resubmitted assessment plan
    - Human Resources – resubmitted assessment plan
    - Math & Science Department Courses – course-level assessment report
  - Team 3*
    - Development & Alumni Relations – resubmitted assessment plan
    - Student Financial Aid – resubmitted assessment plan
  - Team 4*
    - Admissions & Registration – AY11-12 assessment plan
    - Environmental Health & Safety – resubmitted assessment plan
    - Office Technology AS/Certificate – resubmitted program-level assessment plan
    - Project Aim – resubmitted assessment plan
    - Supervision & Management AS/Certificate – resubmitted course-level assessment report (last rated 9/30/2011 – update#247)
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - CFS due to AIER the Monday after CCA's Rating
  - Revised Assessment Plan and Report CFS templates
  - CCA Member Training
  - CCA Review Team Rotation
- VI. New Business
  - Review ISER Actionable Improvement Plans
  - Change March 23 meeting to March 21
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – February 10, 2012
- IX. Adjournment



Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
February 3, 2012 (Spring 2012 Term)  
Sign-In

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Signature</b>
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #254)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday February 3, 2012**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague (Co-Chair) Joseph Benavente, Ines Bukikosa, Dr. Michael Chan, Cecilia Delos Santos, Priscilla Johns, Michael Setzer II, Zhaopei Teng and Steven Alvarez (Student Representative)

**Members absent:** Doris Perez, Yvonne Tam and Katsuyoshi Uchima

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY DR. MICHAEL CHAN THAT THE MEETING MINUTES (UPDATE #253) FOR DECEMBER 9, 2011 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Adult Education Program (Basic Skills) resubmitted course-level assessment report – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Computer Networking AS, resubmitted program-level assessment report – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Computer Networking AS, resubmitted course-level assessment report – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Materials Management, resubmitted assessment plan – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Medical Assisting AS, course-level assessment report – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.

**Team 2:**

- Business Office, resubmitted assessment plan – The author uploaded the items that were required on the last CFS. Everything else looks fine. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
- Continuing Education & Workforce Development, resubmitted assessment plan – The author did not upload the tool on how to clarify the criterion of 80%. Also, the Continuing Education policy was not uploaded. No changes

were made on this plan since the last rating on December. INES BUKIKOSA MOTIONED TO TABLE, SECONDED BY DR. MICHAEL CHAN. Motion carried.

- Human Resources, resubmitted assessment plan – Everything that was required of the author to do on the CFS was done. Overall, the plan looks good. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY MICHAEL SETZER II. Motion carried.
- Math & Science Department Courses, course-level assessment report - The author was focusing mainly on issues. Also, there are many names on the artifact that are still visible and should be completely removed. Most authors did not indicate “N = or the Total”. DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 3:**

- Development & Alumni Relations, resubmitted assessment plan – Based on the CFS, the author made most of the changes and everything seems fine. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Student Financial Aid, resubmitted assessment plan – On the CFS, the author was asked to upload a sample of the tool that was used to measure compliance. The document which was uploaded was not really a sample. Also, many of the SSUOs related goals were not checked. Everything else looked fine. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

**Team 4:**

- Admissions & Registration, AY11-12 assessment plan – Still no changes made to this plan. Marlina will speak with the author again. ZHAOPEI TENG MOTIONED TO RATE THE PLAN INCOMPLETE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Environmental Health & Safety, resubmitted assessment plan – ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY MICHAEL SETZER II. Motion carried.
- Office Technology AS/Certificate, resubmitted program-level assessment plan –ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY MICHAEL SETZER II. Motion carried.
- Project Aim, resubmitted assessment plan – ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY MICHAEL SETZER. Motion carried.
- Supervision & Management AS/Certificate, resubmitted course-level assessment report (last rated 9/30/2011-Update#247). ZHAOPEI TENG MOTIONED TO TABLE, SECONDED BY MICHAEL SETZER II. Motion carried.

**V. Old Business – Update/Reminder**

- **Joint Learning Outcome Committee and CCA committee meeting, update** – Wilson will contact Eric Chong this week and report back to the CCA members next Friday.
- **CFS due to AIER the Monday after CCA's Rating** – Reminder that the CFS is due to AIER by 5 p.m.
- **Revised Assessment Plan and Report CFS templates** – Priscilla reported that both the CFS plan and report templates were uploaded to the AIER website and TracDat.
- **CCA Member Training** – Priscilla will be providing department trainings for assessment. The training will take place the entire month of February through March 6, 2012. All CCA members are required to attend at least one training. Marlena indicated that if any of the CCA members are part of their department training then that is the only training they have to attend. Marlena also reminded the members to inform the authors that the next assessment deadline is March 12, 2012.
- **CCA Review Team Rotation** – The committee members decided that the review teams and the units assigned to them will remain the same.

**VI. New Business**

- **Review ISER Actionable Improvement Plans** – Wilson indicated that each team will have one of the four Standards to review. The teams will then report back to the committee on February 17, 2012 on what they've read or if they have any suggestions. The Standards are available for review in MyGCC, under ACCJC tab. The CCA members agreed to the following:
  - ✓ Team #1 will review Standard 4
  - ✓ Team #2 will review Standard 1
  - ✓ Team #3 will review Standard 2
  - ✓ Team #4 will review Standard 3
- **Change March 23 meeting to March 21** – The ACCJC visit will take place on March 19<sup>th</sup> through March 22<sup>nd</sup>. The CCA members must make themselves available to ACCJC. Therefore, the CCA meeting date will change from March 23<sup>rd</sup> to March 20<sup>th</sup> at 4 p.m. Priscilla will announce later where the meeting will take place.

**VII. Agenda Items for Next Meeting -**

**VIII. Next meeting, February 10, 2012 @ 2 p.m. PCR**

**IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
February 10, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (February 3, 2012 minutes/update #254)
- IV. CCA Review Team Report for Rating
  - Team 1*
    - Adult Education Program (Basic Skills) resubmitted course-level assessment report
    - Computer Networking AS – resubmitted program-level assessment report
    - Computer Networking AS – resubmitted course-level assessment report
    - Materials Management – resubmitted assessment plan
    - Medical Assisting AS – course-level assessment report
  - Team 2*
    - Continuing Education & Workforce Development – resubmitted assessment plan
  - Team 4*
    - Admissions & Registration – AY11-12 assessment plan
    - Environmental Health & Safety – resubmitted assessment plan
    - Office Technology AS/Certificate – resubmitted program-level assessment plan
    - Project Aim – resubmitted assessment plan
    - Supervision & Management AS/Certificate – resubmitted course-level assessment report (last rated 9/30/2011 – update#247)
- V. Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - Reminder to use the revised CFS for plans and reports
  - CFS due to AIER the Monday after CCA's Rating
  - CCA Member Training
  - ISER Actionable Improvement Plans Team Assignment Report
- VI. New Business
  - Recommendations from Assessment/TracDat workshop
    - a) Deans presence
    - b) Finance & Administration presence
    - c) Adjunct Faculty Data Collection
    - d) AIER Website update
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – February 17, 2012
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
February 10, 2012 (Spring 2012 Term)  
Sign-In

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Signature</b>
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #255)**  
**President's Conference Room (PCR)**  
**2 p.m. Friday February 10, 2012**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague (Co-Chair) Joseph Benavente, Ines Bukikosa, Cecilia Delos Santos, Priscilla Johns, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Steven Alvarez (Student Representative)

**Members absent:** Dr. Michael Chan (Attending another meeting), Doris Perez (Off-Island), and Katsuyoshi Uchima (off-campus meeting)

**III. Approval of prior minutes: IT WAS MOVED BY INES BUKIKOSA, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #254) FOR FEBRUARY 3, 2012 BE APPROVED. Motion carried.**

**IV. CCA Review Team Report for Rating**

**Team 1:**

- Adult Education Program (Basic Skills) resubmitted course-level assessment report – The author needs to correct the dates and indicate what “N” is equal too. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried
- Computer Networking AS, resubmitted program-level assessment report – The author needs to remove the students name in the document that has been uploaded. Also, no assessment tools listed. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Computer Networking AS, resubmitted course-level assessment report – still needs work. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Materials Management, resubmitted assessment plan – The “Related Goals” is still missing. Yvonne will speak with the author again. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Medical Assisting AS, course-level assessment report – There is some confusion with “N=118 then its N=99”. Also, the date is incorrect. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

**Team 2:**

- Continuing Education & Workforce Development, resubmitted assessment plan – The author is supposed to change the “End Date to March 2013”. The author emailed Ines saying she is scheduled to meet with Dr. Chan to assist her with the plan. MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 4:**

- Admissions & Registration, AY11-12 assessment plan – The author made changes to the plan and is only missing the rubric. MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
- Environmental Health & Safety, resubmitted assessment plan – This plan is still incomplete. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Office Technology AS/Certificate, resubmitted program-level assessment plan – Zhaopei will discuss the data with the author today because no changes made. ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.
- Project Aim, resubmitted assessment plan – The author has not uploaded any documents or responded to the last CFS recommendations. The review team will schedule a meeting with the author. ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.
- Supervision & Management AS/Certificate, resubmitted course-level assessment report (last rated 9/30/2011-Update#247). – Michael Setzer II mentioned that the author now has a better understanding of what is required for the next cycle and is currently working with the Department Chair to get the artifacts from adjunct faculty. MICHAEL SETZER II MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.

**V. Old Business – Update/Reminder**

- **Joint Learning Outcome Committee and CCA committee meeting, update** – Marlena said the concerns regarding the Joint Learning Outcomes Committee has been ongoing. Marlena indicated that there needs to be a link between curriculum and assessment. Dr. Mike Chan is a member of the Joint Learning Outcomes Committee so Marlena will speak with him to see what he recommends to link the 2 committees. To keep the committees in sync, one recommendation was to include artifacts in the course guides. Marlena will ask Dr. Mike to bring it to the table during his meeting today. It was Dr. Ray who recommended that the 2 committees meet monthly and not Wilson.



- **Reminder to use the revised CFS for plans and reports** – Reminder that Priscilla sent out the revised CFS to all CCA members. Please do not use the old form.
- **CFS due to AIER the Monday after CCA's Rating** – CFSs are due to AIER on Monday by 5 p.m.
- **CCA Member Training** – Marlena reminded CCA members to join their departments for training and if they had extra time to please support Priscilla by assisting her in the trainings. The training schedule is online for review.
- **ISER Actionable Improvement Plans Team Assignment Report** – Wilson reminded the CCA members that they will have to report on the ISER next week Friday during the CCA meeting. Wilson will send an email reminder to the members.
- **March Assessment Deadline** – Marlena reminded the members that the assessment deadline is March 12, 2012. She asked that the members remind their units to meet this deadline. Priscilla will run the compliance report.

## VI. New Business

- **Recommendations from Assessment/TracDat workshop**
  - a) **Dean's presence** – Priscilla indicated that several groups that attended the TracDat workshop have requested that the Deans be available for technical questions that she was not able to answer.
  - b) **Finance & Administration presence** - The groups also asked that the Vice President of Business & Administration or someone from that office be available to answer specific questions regarding budget and how it relates to assessment. Some groups have mentioned that they need funding to support their needs as part of assessment but have been advised that there is no funding or it is not part of their budget.
  - c) **Adjunct Faculty Data Collection** – One group mentioned that it was difficult to collect assessment data from adjunct faculty especially if it was requested 1 or 2 weeks before the deadline. The response from adjunct faculty is that it is not part of their contract to submit this information. The recommendations from the group are listed below:
    - ✓ Include in the curriculum course guide that assessment data is required. Then it will be part of the curriculum document. It was also suggested that if it is part of the curriculum course guide, then there was no need to adjust the salary for adjuncts because the course guide would address data collection requirements.
    - ✓ A copy of the rubric for each course guide should be included. The rubric will then be used for data collection.
    - ✓ To include assessment of data collection as part of the adjunct's "clearance form."

Because this is a faculty driven issue, Priscilla shared this information via email with Marsha, Faculty Senate President and CCA. Marsha replied to the email and indicated the issue concerning data collection for assessment

from adjunct will be included on the agenda for the next Faculty Senate meeting.

Priscilla also mentioned that a preview of the training material was reviewed and presented to the Deans and VP and they suggested too have the participants guide the focus of the workshop to their needs. To date, the workshop groups included assessment authors from Office of the President, Marketing Department, Assessment & Counseling, English Department, and Allied Health. The feedback she received from the groups was that most of them wanted a refresher on TracDat navigation and where to input data, focus on uploading documents and focus on efficiency.

AIER Website update – The newest tab in the AIER website is called “Auxiliary Resources”. This tab was added so that authors will be able to find the common forms/resources needed for assessment in one location without having to navigate within the website’s different tabs. This new feature proved to focus on efficiency. Listed below are a few things that authors mostly use that were added to the Auxiliary Resources tab:

- ✓ TracDat Input Memo
- ✓ 2 Year Assessment Cycle Schedule
- ✓ CCA Checklist/CFS Template
- ✓ Request for Extension

Because authors had a difficult time finding the CFSs, Priscilla changed the tab “Committee Work” to “CCA Committee Work” as suggested by the workshop participants.

Priscilla reported that before the training the AIER website Templates tab for Groups A-D was updated. The “Step by Step” process for each now includes the deadline to their specific assessment requirements, up to fall 2013. These changes touched on efficiency.

**VII. Agenda Items for Next Meeting -**

**VIII. Next meeting, February 17, 2012 @ 2 p.m. PCR**

**IX. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.**

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., TC1210

(February 17, 2012 Cancelled due to Assessment/TracDat Training)

February 24, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (February 10, 2012 minutes/update #255)
- IV. Programs/Units Rating Recommendations
  - Team 1
    - Accounting AS – resubmitted program-level assessment report
    - Accounting AS – resubmitted course-level assessment report
    - Adult Education Program (ESL) – course-level assessment plan
  - Team 2
    - Introduction to Health Occupations Secondary – course-level resubmitted assessment report
  - Team 3
    - ProStart Secondary – course-level assessment report
    - Student Financial Aid – resubmitted assessment plan
  - Team 4
    - Project Aim – unit level resubmitted assessment plan
- V. ISER Team Report
  - Team 1 – Standard 4
  - Team 2 – Standard 1
  - Team 3 – Standard 2
  - Team 4 – Standard 3
- VI. Old Business – Program/Unit Assessment Status from Fall 2011 Term
  - Team 1
    - Computer Networking AS – course & program assessment report
    - Construction Technology Certificate – course & program assessment plans
    - Construction Technology Secondary – course & program assessment plans
    - Food & Beverage Management AS – course & program level assessment reports
    - Liberal Studies AA – program-level assessment report
    - Materials Management – resubmitted assessment plan
    - Medical Assisting AS/Certificate – Course & program level assessment report
    - Practical Nursing Certificate – course & program level assessment report
    - Surveying Technology AS/Certificate – course & program level assessment reports
  - Team 2
    - Pre-Nursing Certificate – program level assessment report
    - Automotive Body (Collision Repair & Refinishing) Secondary – course level assessment report
    - Automotive Technology AS/Certificate – course & program assessment reports
    - Automotive Technology Secondary – course level assessment report
    - Criminal Justice Department Courses – course level assessment report
    - Criminal Justice AS/Certificate – course & program level assessment reports

- Marketing AS – course & program level assessment reports
- Math & Science Department Courses – course level assessment report
- Visual Communications AS – program level assessment report

Team 3

- Computer Aided Design & Drafting Certificate – course & program assessment plans
- Computer Science AS/Certificate – course & program assessment reports
- Culinary Arts AA – course & program assessment reports
- Early Childhood Education AS/Certificate – course & program assessment reports
- Hotel Operations & Management AS – course & program assessment reports
- Medium/Heavy Truck Diesel Certificate – course & program assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

Team 4

- Cosmetology Certificate – course level assessment report
- Education AA/Certificate – course & program level assessment reports
- Environmental Health & Safety – unit assessment plan
- Office Technology AS/Certificate – course & program level assessment reports
- Tourism & Travel Management AS – course & program assessment reports

VII. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating

VIII. New Business

IX. Agenda Items for Next Meeting

X. Next meeting – March 2, 2012

XI. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., TC1210  
(February 17, 2012 Cancelled due to Assessment/TracDat Training)  
February 24, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	On leave
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	Off campus; field trip
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	On leave.
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlana	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #256)**  
**Tech. Center, Rm 1210**  
**2 p.m. Friday February 24, 2012**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague (Co-Chair) Priscilla Johns, Michael Setzer II, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Joseph Benavente (Leave), Ines Bukikosa (Field Trip), Dr. Michael Chan (Attending Job Specs Meeting), Cecilia Delos Santos (Leave), Doris Perez, Yvonne Tam and Steven Alvarez (Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY ZHAOPEI TENG, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #255) FOR FEBRUARY 10, 2012 BE APPROVED WITH MINOR CHANGES. Motion carried.**

**IV. Programs/Units Rating Recommendations**

**Team 1:**

- Accounting AS, resubmitted program-level assessment report
- Accounting AS, resubmitted course-level assessment report
- Adult Education Program (ESL), course-level assessment plan

**Team 2:**

- Introduction to Health Occupations Secondary, course-level resubmitted assessment report – KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried.

**Team 3:**

- Pro-Start Secondary, course-level assessment report – This report was not well prepared. Some issues stated under the “Use of Summary Results” were not relating to data collection status/summary of results. Also, nothing indicated where “N=”. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Student Financial Aid, resubmitted assessment plan – On the CFS the author was asked to upload the actual federal regulation. It seems that the author did not make that change. Mike Setzer II indicated that the author may have a “cookie” on her screen that shows the actual regulation but when someone else looks at it, it doesn’t show. WILSON TAM MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**Team 4:**

- Project Aim, unit level resubmitted assessment plan – The author made all the required changes except for the ILO because she said it didn’t apply to her

program and wanted the committee's advise. Wilson mentioned that ILO#3 is what the author should indicate on her plan. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

## **VI. Old Business – Program/Unit Assessment Status from Fall 2011 Term**

### **Team 1**

- Computer Networking AS, course & program assessment report
- Construction Technology Certificate, course & program assessment plans
- Construction Technology Secondary, course & program assessment plans
- Food & Beverage Management AS, course & program level assessment reports
- Liberal Studies AA, program-level assessment report
- Materials Management, resubmitted assessment plan
- Medical Assisting AS/Certificate, Course & program level assessment report
- Practical Nursing Certificate, course & program level assessment report
- Surveying Technology AS/Certificate, course & program level assessment reports

### **Team 2**

- Pre-Nursing Certificate, program level assessment report
- Automotive Body (Collision Repair & Refinishing) Secondary, course level assessment report
- Automotive Technology AS/Certificate, course & program assessment reports
- Automotive Technology Secondary, course level assessment report
- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course & program level assessment reports
- Math & Science Department Courses, course level assessment report
- Visual Communications AS, program level assessment report

### **Team 3**

- Computer Aided Design & Drafting Certificate, course & program assessment plans
- Computer Science AS/Certificate, course & program assessment reports
- Culinary Arts AA, course & program assessment reports
- Early Childhood Education AS/Certificate, course & program assessment reports
- Hotel Operations & Management AS, course & program assessment reports
- Medium/Heavy Truck Diesel Certificate, course & program assessment reports
- Pre-Architectural Drafting AS, course & program assessment plans

### **Team 4**

- Cosmetology Certificate, course level assessment report
- Education AA/Certificate, course & program level assessment reports

- Environmental Health & Safety, unit assessment plan
- Office Technology AS/Certificate, course & program level assessment reports
- Tourism & Travel Management AS, course & program assessment reports

V. ISER Team Report

Team 1/Standard 4 – No one present to report any findings.

Team 2/Standard 1

- Katsuyoshi had an issue on page 84.  
Under faculty and staff, “Strength and Training” Kat saw how it was identified but did not see where it was done. Marlana mentioned that when reading the AIAR report it talked about compliance and some statistics on assessment training. Assessment training was one example. The evidence is also attached to the AIAR report.
- On page 2, Kat indicated that Ines emailed this to him. This is what she wrote.  
The core mission is education on diverse student population and the three major groups being Chamorro, Filipino and Micronesian, promote improvement in student learning focus, on establish student learning program in service that are aligned with its vision. Kat said he was not sure if Ines thought this section should be changed or if it was just her opinion.

Team 3/Standard 2

- Wilson and Cecilia.  
Under 2A 1, #4 - In the 10<sup>th</sup> AIAR report, it said 82% did not have any courses 5 years or older and in the 11<sup>th</sup> AIAR report, it said 50% did not have any courses 5 years or older. There was a decrease in the compliance rate. Wilson said there was no explanation provided to why there was a decrease.  
2A2 #5 – The actionable plan is to develop a process and indicated that because evaluation of non credit courses, workshop training sessions is not required, there is no process in place to evaluate them for content or effectiveness. It is noted that at present the evaluation time is at the discretion of the instructor, DC or Program Manager. Wilson and Cecilia’s suggestions were to note the plan and develop a process. If so, where are they?  
2A2C #6 – Online version of the IDEA survey is not available for evaluation of online courses. The suggestion was to plan and have the IDEA survey available online. Where are we now and what is the process of doing that?  
2A2H #7 – A sub-committee is formed under the LC to conduct research on the issues such as standard for grading and awarding of credit, the memo of recommendation was sent to the Faculty Senate. The Senate recommended clarification of field experience such as practicum and



coop. The LCs feedback is expected at the beginning of spring this semester. The suggestion was that it is a positive thing that there is dialogue between the LC and the Faculty Senate. However, LC feedback on Faculty Senate's recommendation should be included to provide the most current updates on the issues.

2A3C #8 – Actionable plan stated to provide systematic process of standardizing identification of service learning. It is noted that self evaluation and that service learning implementation is depending on the instructor. That different sections of the same course may have different or no service learning requirements. Not all courses that use service learning are identified as such in the schedule. It seems like identification is done through the SLO mapping process. Wilson agreed that this is true. Mike Setzer II also said that it was brought up at the "Meet the President's" meeting. A student signed up for a course and said they didn't know service learning was involved until after they signed up. Many of the students in class are working fulltime during the day and not able to get involved in service learning. Wilson said that it seems like the identification process we have now is not really systematic.

2B3C #9 – Strength and Weaknesses, Strength is that several faculty have been formally trained in academic advisement and there is ongoing informal training as well and also having a Project Aim counselor who is crossed trained to do advisement. Weaknesses are students not availing to their GCC email accounts and advisors not using the banner system. The actionable plan calls for all faculty to take advantage of banner. Students mentioned to Wilson that they use their personal email accounts instead. Katsuyoshi asked his students to go into the GCC email account at least once a day. Wilson indicated that it may be difficult to have all students' use the GCC email accounts and that students cannot be forced. Katsuyoshi said he placed his syllabus and other class information online so that it forces students to go into the GCC system to get information for his class and that it is part of their responsibility. Wilson mentioned that a more systematic process must be in place because in the AY 2009-2010 Faces of the Future report, it indicates that quality of academic advising is one of the concerns shared by GCC students.

2B3F – The actionable plan has been met. That GCC uses fire resistant walls and data is also saved electronically. Also, Admissions and Registration has the SOP in place as far as having access to student's record.

2B4 – There is no updated data indicated that direct mission has been visited and that information has been carried out based on the survey findings for more efficiently of delivery of student program and services.

2C1A – There are no updated data indicated to meet the actionable plan on funding allocations in support of acquiring additional resource for LRC.

2C2 – It was noted that the issues on the need for enhanced technology was raised by library users but there is no formal search to address the actionable plan. Wilson added that one student complained that the GCC campus does not have MAC computers but mostly PCs. This student is taking a course using a MAC computer. Zhaopei said this issue was brought up during the “Meet the President” meeting. The President said that this has been addressed and that there will be a lab for MAC computers, they are just finalizing which building to house the computers.

Mike Setzer II read the report and said there were many omissions made. The report talked a lot about all the technology at GCC. However, three of Mike Setzer’s classes are specifically linked to the AS400 which is now 11 years old. This machine has not been updated and is part of his course assessment and has been reported but nothing has happened. In the classrooms, machines are now 5 to 6 years old. The report seems to focus only on good things but did not mention any of the problems or how the problems will be addressed. Mike said these concerns directly affect his class. The new Institutional Strategic Plan came out and everyone was asked to read it. Again, the report did not include the updating of the AS400. At one time, a former CCA member was one of the chairs for the report and many complaints were written but when the final version came out, the problems Mike had were not included in the final report. This problem has been from the past and still nothing has happened. Mike also mentioned that he had a meeting with the President 2 years ago with regard to the AS400. It was mentioned that there were going to be changes and Mike went as far as getting quotes that he provided to his DC but still nothing happened. Equipments and computers were now the responsibility of MIS and when students forgot or wanted to change their passwords, they would have to see someone in MIS. Mike said these issues directly affect his students’ class assignments. Wilson mentioned that during the ACCJC visit, Mike should bring up the issues that affect him so that they could plan on how to address the problem.

Team 4 – Standard 3

## **VII. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update - Eric is still working on the alignment and the course guides. He also mentioned that their meeting date was changed to 3:30 p.m. March 21<sup>st</sup>. Wilson also mentioned to Eric that CCA also changed their meeting date from Friday to Wednesday. Also, when submitting new program documents, Dr. Ray would like to receive the program documents first, then the courses after. Eric also attended the CTE meeting on February 16<sup>th</sup> through the 18<sup>th</sup>. This meeting was about high school credit. Eric is still working on improving the course guides that are over 5 years old.

February 24, 2012

Technology Center, Rm. 1210 2 p.m.

- Reminder to use the revised CFS for plans and reports – Members were reminded to use the revised CFS for the plans and reports that were approved during CCA's December 9, 2011 meeting. Wilson reminded the members that the assessment deadline is March 12, 2012 and to review the matrix that Priscilla sent out and identify what is pending from the authors and assist them if need be.
- CFS due to AIER the Monday after CCA's Rating – Reminder that CFSs are due to Priscilla on Monday before 5 p.m.

**VIII. New Business - none**

**IX. Agenda Items for Next Meeting**

**X. Next Meeting – March 2, 2012**

**XI. Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY ZHAOPEI TENG TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
March 2, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (February 24, 2012 minutes/update #256)
- IV. Programs/Units Rating Recommendations
  - Team 1
    - Accounting AS – resubmitted program-level assessment report
    - Accounting AS – resubmitted course-level assessment report
    - Adult Education Program (ESL) – course-level assessment plan
    - Computer Networking AS – resubmitted course-level assessment report
    - Computer Networking AS – resubmitted program-level assessment report
  - Team 2
    - Introduction to Health Occupations Secondary – course-level resubmitted assessment report
- V. ISER Team Report
  - Team 1 – Standard 4
- VI. Old Business – Program/Unit Assessment Status from Fall 2011 Term
  - Team 1
    - Construction Technology Certificate – course & program assessment plans
    - Construction Technology Secondary – course & program assessment plans
    - Food & Beverage Management AS – course & program level assessment reports
    - Liberal Studies AA – program-level assessment report
    - Materials Management – resubmitted assessment plan
    - Medical Assisting AS/Certificate – Course & program level assessment report
    - Practical Nursing Certificate – course & program level assessment report
    - Surveying Technology AS/Certificate – course & program level assessment reports
  - Team 2
    - Automotive Body (Collision Repair & Refinishing) Secondary – course level assessment report
    - Automotive Technology AS/Certificate – course & program assessment reports
    - Automotive Technology Secondary – course level assessment report
    - Criminal Justice Department Courses – course level assessment report
    - Criminal Justice AS/Certificate – course & program level assessment reports
    - Marketing AS – course & program level assessment reports
    - Math & Science Department Courses – course level assessment report
    - Pre-Nursing Certificate – program level assessment report
    - Visual Communications AS – program level assessment report
  - Team 3
    - Computer Aided Design & Drafting Certificate – course & program assessment plans
    - Computer Science AS/Certificate – course & program assessment reports
    - Culinary Arts AA – course & program assessment reports
    - Early Childhood Education AS/Certificate – course & program assessment reports

- Hotel Operations & Management AS – course & program assessment reports
- Medium/Heavy Truck Diesel Certificate – course & program assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

Team 4

- Cosmetology Certificate – course level assessment report
- Education AA/Certificate – course & program level assessment reports
- Environmental Health & Safety – unit assessment plan
- Office Technology AS/Certificate – course & program level assessment reports
- Tourism & Travel Management AS – course & program assessment reports

VII. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Reminder of March 21, 2012 CCA meeting in PCR

VIII. New Business

- 2012-2013 Reporting for the Proficiency Level of Student Learning Outcome; memo from Dr. Barbara A. Beno

IX. Agenda Items for Next Meeting

X. Next meeting – March 9, 2012

XI. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
March 2, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlana	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #257)**  
**Tech. Center, Rm 1210**  
**2 p.m. Friday March 2, 2012**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague (Co-Chair), Joseph Benavente, Ines Bukikosa, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam and Katsuyoshi Uchima

**Members absent:** Dr. Michael Chan, Cecilia Delos Santos, Zhaopei Teng (PDRC Presentation) and Steven Alvarez (Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY MICHAEL SETZER II, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #256) FOR FEBRUARY 24, 2012 BE APPROVED. Motion carried.**

**IV. Programs/Units Rating Recommendations**

**Team 1:**

- Accounting AS, resubmitted program-level assessment report –The author is closing the loop with regards to this report and is ahead of the March 12<sup>th</sup> deadline. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Accounting AS, resubmitted course-level assessment report – Again, the author is ahead of the March 12<sup>th</sup> deadline and is closing the loop with this course-level report. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Adult Education Program (ESL), course-level assessment plan – The author is supposed to do a plan for each course, therefore the plan is incomplete. Wilson indicated that there are 3 additional ESL classes that are currently being taught. There are 2 instructors teaching High Beginning, High Intermediate and Advance classes. The author has informed Wilson that he will assess these courses. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.
- Computer Networking AS, resubmitted course-level assessment report – The report is still showing the names of students in the evidence that were uploaded. Doris will email the author asking him to change the PDF file. Marlena indicated that if the author needs help in uploading documents, just to let AIER know and they will assist him. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

March 2, 2012

President's Conference Room, 2 p.m.

- Computer Networking AS, resubmitted program-level assessment report – DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

**Team 2:**

- Introduction to Health Occupations Secondary, course-level resubmitted assessment report – KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG. Motion carried. Discussion, CCA Chair emphasized this program was tabled too many times and the team must be prepared to report their findings at the next meeting.

**V. ISER Team Report**

Team 1 – Standard 4

Joe put together a quick training guide to help members understand the ISER report. Listed below is the breakdown:

- The 5 elements are Standard, Descriptive Summary, Self Evaluation, Actionable Improvement Plan and Evidence. All standards are from ACCJC.
- Standard 1 has 2 sections, A & B; Standard 2 has 3 sections; Standard 3 has 4 sections and Standard 4 has 2 sections.
- Descriptive Summary – Is an overview in what the institution does in relations to the standards.
- Self Evaluation – Is based on the descriptive summary on the institution and analyzes and systematically evaluates performance against accreditation standards and institution mission. The Descriptive Summary describes the process and Self Evaluation evaluates the process.
- Improvement Plans – Identifies area of the need for improvements or changes. There also must be a flow from Self Evaluation and the Descriptive Summary. If you value the institution, you must show this gap and things they need to do. Improvement comes from program review and assessment, which is the CCA committee's role.

Standard 4 – This recommendation establishes policies and accountability. When Dr. Houston visited GCC a few months ago, we were banned from this because at times it did not flow. At times committee members wrote something that doesn't address descriptive summary. Dr. Ray gave the Standards committee members a guide to follow to help write the report. Joe indicated that in the beginning, the committee started with recommendations of 226 items that the college planned on doing. If we told ACCJC that you were going to do something, it must be done because they will be back in 3 years and asked what happened to the 226 items that the committee was going to do. Dr. Ray, Dr. Tudela, Marlana and Joe reviewed the AIAR reports and when one of the 226 items listed was redundant, it was removed. That was how the number of items was reduced from 226 to 28.



March 2, 2012

President's Conference Room, 2 p.m.

Priscilla mentioned that when putting down things under the “Actionable Improvement Plan” we are committed to saying that the goals should be completed by the next ACCJC visit. Joe also mentioned that when reviewing other reports from different colleges, they did not put anything down. Joe and Marlena said that this analysis was done so that everyone can come up with their own conclusions. The intention of CCA review of the ISER and each team's report about their perspective is to be familiar with the institution's goals and objectives. CCA team assignments to programs and units and the committee's role in reviewing assessment and program review is to recommend improvements as it relates to the ISER. The report however has been completed and in order for the report to change, it must be something crucial. There is also a process to amend the report if need be. Marlena will email this overview to CCA members.

#### **VI. Old Business – Program/Unit Assessment Status from Fall 2011 Term**

Wilson asked that team members to contact the authors and remind them of the upcoming March 12<sup>th</sup> deadline and to assist them if need be. Marlena indicated that the listing of programs and units is what was due from authors' assessment requirement from last fall.

##### **Team 1**

- Construction Technology Certificate, course & program assessment plans
- Construction Technology Secondary, course & program assessment plans
- Food & Beverage Management AS, course & program level assessment reports
- Liberal Studies AA, program-level assessment report
- Materials Management, resubmitted assessment plan
- Medical Assisting AS/Certificate, Course & program level assessment report
- Practical Nursing Certificate, course & program level assessment report
- Surveying Technology AS/Certificate, course & program level assessment reports

##### **Team 2**

- Automotive Body (Collision Repair & Refinishing) Secondary, course level assessment report
- Automotive Technology AS/Certificate, course & program assessment reports
- Automotive Technology Secondary, course level assessment report
- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course & program level assessment reports
- Math & Science Department Courses, course level assessment report
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, program level assessment report

##### **Team 3**

- Computer Aided Design & Drafting Certificate, course & program assessment plans

March 2, 2012

President's Conference Room, 2 p.m.

- Computer Science AS/Certificate, course & program assessment reports
- Culinary Arts AA, course & program assessment reports
- Early Childhood Education AS/Certificate, course & program assessment reports
- Hotel Operations & Management AS, course & program assessment reports
- Medium/Heavy Truck Diesel Certificate, course & program assessment reports
- Pre-Architectural Drafting AS, course & program assessment plans

## Team 4

- Cosmetology Certificate, course level assessment report
- Education AA/Certificate, course & program level assessment reports
- Environmental Health & Safety, unit assessment plan
- Office Technology AS/Certificate, course & program level assessment reports
- Tourism & Travel Management AS, course & program assessment reports

**VII. Old Business – Reminder**

- **Joint Learning Outcome Committee and CCA committee meeting, update** – The next meeting with LC Chair Eric Chong will be next month. Priscilla asked CCA Chair to address the committee's concerns about data collection for courses taught by adjuncts. She mentioned that this issue was brought to the attention of Faculty Senate and they reported that it was up to the DCs. Also, during one of the TracDat trainings, a group of faculty mentioned data collection from adjuncts should be channeled through the LC committee because they are responsible for curriculum. There was also a recommendation to include data collection from adjunct to have the DCs include in the checkout/faculty clearance form at the end of the semester. Wilson said that if the department chairs want the adjunct faculty to collect data, the department chairs must state it. According to Priscilla, that is why it was recommended to add it as part of the course curriculum because curriculum drives course requirements and the adjunct contract. If the curriculum documents indicates that assessment data be collected and submitted to the department chairs, then adjuncts must do that. Priscilla reported that during the TracDat training a group suggested that a sample rubric for data collection for the course must be attached to the curriculum. The rubric will indicate the SLO and it is up to the instructor to decide what test or what instrument to use to measure the SLO. The academic freedom allows the instructor to use whatever method of delivery of their choice to address the SLOs. Priscilla said these recommendations were excellent examples because it would be consistent across the board for every faculty whether they are fulltime or adjuncts and it addresses systemic assessment.
- Reminder to use the revised CFS for plans and reports – Reminder, to have authors use the revised CFS for plans and reports.
- CFS due to AIER the Monday after CCA's Rating – CFS is due the Monday after CCA rating.

March 2, 2012

President's Conference Room, 2 p.m.

- Reminder of March 21, 2012 CCA in the Tech Center - Reminder, in lieu of the CCA meeting of March 23<sup>rd</sup>, CCA will meet on March 21<sup>st</sup> instead. The visiting ACCJC team may stop in.

**VIII. New Business**

- 2012-2013 Reporting for the Proficiency Level of Student Learning Outcome; memo from Dr. Barbara A. Beno – Wilson read the memo to the CCA committee members with regards to the 2012-2013 Proficiency Level SLO requirement. According to the memo, the report from GCC is due in the spring of 2013. GCC should receive a copy of the required guidelines from ACCJC which describes the “Proficiency Level”. Priscilla reminded the members that the key words are “Proficiency Level” so the quality of data reporting for all SLOs must be at this level. Wilson again reminded the members to push and assist authors in meeting the March 12<sup>th</sup> assessment deadline, otherwise the proficiency level will not be met.

**IX. Agenda Items for Next Meeting**

**X. Next Meeting – March 9, 2012**

**XI. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
March 9, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 2, 2012 minutes/update #257)
- IV. Programs/Units Rating Recommendations

*Team 1*

- Materials Management – resubmitted assessment plan

*Team 2*

- Marketing Secondary – course level assessment plan
- Math & Science – resubmitted course level assessment report

*Team 3*

- Computer Science AS/Certificate – course level resubmitted assessment report
- Early Childhood Education Secondary – course level assessment plan
- Early Childhood Education Secondary – program level assessment plan
- Electronics & Computer Networking Secondary – course level assessment report

*Team 4*

- Education AA/Certificate – resubmitted program level assessment report
- Education AA/Certificate – resubmitted course level assessment report
- Environmental Health & Safety – resubmitted unit assessment plan
- Office Technology AS/Certificate – course level assessment report
- Office Technology AS/Certificate – program level assessment report

V. Old Business – Program/Unit Assessment Status from Fall 2011 Term

*Team 1*

- Construction Technology Certificate – course & program assessment plans
- Construction Technology Secondary – course & program assessment plans
- Liberal Studies AA – program-level assessment report
- Medical Assisting AS/Certificate – Course & program level assessment report
- Practical Nursing Certificate – course & program level assessment report
- Surveying Technology AS/Certificate – course & program level assessment reports

*Team 2*

- Automotive Body (Collision Repair & Refinishing) Secondary – course level assessment report
- Automotive Technology AS/Certificate – course & program assessment reports
- Automotive Technology Secondary – course level assessment report
- Criminal Justice Department Courses – course level assessment report
- Criminal Justice AS/Certificate – course & program level assessment reports
- Marketing AS – course & program level assessment reports
- Math & Science Department Courses – course level assessment report
- Pre-Nursing Certificate – program level assessment report
- Visual Communications AS – program level assessment report

*Team 3*

- Computer Aided Design & Drafting Certificate – course & program assessment plans

- Computer Science AS/Certificate – program assessment reports
- Culinary Arts AA – course & program assessment reports
- Food & Beverage Management AS – course & program level assessment reports
- Hotel Operations & Management AS – course & program assessment reports
- Medium/Heavy Truck Diesel Certificate – course & program assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

Team 4

- Cosmetology Certificate – course level assessment report
- Tourism & Travel Management AS – course & program assessment reports

VI. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Reminder 4:00 pm, March 21, 2012 CCA meeting @ Tech Center Conference Room 1210
- CCA Review Team Rotation

VII. New Business

- Assessing Program Level SLOs beginning Fall 2012 Semester
- Assessing Course Level SLOs beginning Fall 2012 Semester

VIII. Agenda Items for Next Meeting

IX. Next meeting – March 16, 2012

X. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
March 9, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlana	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #258)**  
**President's Conference Room**  
**2 p.m. Friday, March 9, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague (Co-Chair) Joseph Benavente, Ines Bukikosa, Priscilla Johns, Michael Setzer II, Yvonne Tam, Zhaopei Teng, Katsuyoshi Uchima and Steven Alvarez (Student Representative)

**Members absent:** Dr. Michael Chan, Cecilia Delos Santos and Doris Perez (off island)

**III. Approval of prior minutes: IT WAS MOVED BY INES BUKIKOSA, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #257) FOR MARCH 2, 2012 BE APPROVED WITH MINOR CHANGES. Motion carried.**

**IV. Programs/Units Rating Recommendations**

**Team 1:**

- Materials Management, resubmitted assessment plan – The plan looks complete and everything from the CFS was addressed. The only minor issue is uploading evidence in PDF format. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**Team 2:**

- Marketing Secondary, course level assessment plan – The SLOs do not match the 2011-2012 catalog for secondary. Kat sent an email to the DC asking if any changes were made to the course curriculum. Kat reported that when reviewing the plan, it seemed that when the author was replacing VEMK066 with the other course number, the author did not switch the SLOs. Need to clarify the SLOs. The start and end dates are also incorrect. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.
- Math & Science, resubmitted course level assessment report –The author made all the changes indicated in the CFS. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.

**• Team 3:**

- Computer Science AS/Certificate, course level resubmitted assessment report –Wilson looked at the CFS that was sent to the author and is confused as to why the same class has identified in the CFS requesting for data under “Summary of Results” it says that they have a good tool but found several

students were absent and does not relate. Priscilla said the tool they are using is sufficient to measure the SLO. The discussion about student attendance has to do with how their grades will improve if they are in attendance. Also, under SLO#2, in the “Data Collection/Summary of Results” the author identified issues found. However when Wilson checked the report, the SLO identified in the CFS was no longer in the report. Priscilla mentioned that during Electronics group TracDat training the Electronics assessment authors said they were told they must assess all SLOs for the course. She explained that CCA required assessment for only one SLO per course. Wilson said that if the author removed some of the SLOs, then they should explain why it was removed in the comments section of the CFS. Priscilla said in TracDat, the authors changed the course SLO from currently being assessed to not currently being assessed. WILSON TAM MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.

- Early Childhood Education Secondary, course level assessment plan – The author did not indicate/relate the program SLO to each course SLO. Otherwise, everything is good in the plan. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.
- Early Childhood Education Secondary, program level assessment plan – The plan did not identify a budget proposed outcome. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.
- Electronics & Computer Networking Secondary, course level assessment report –The start and end dates are incorrect. Also, the author indicated that he wants to revamp the assessment tool but does not explain why. While reviewing the report, Wilson did not see a budget impact. Another question was, if the criterion was not met, why make the criterion higher? Instead, the author should discuss plans on how to improve/meet the criterion. Wilson will meet with the author for further explanation. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Team 4:**
  - Education AA/Certificate, resubmitted program level assessment report –The only thing missing in the report is the uploading of artifacts and there were no comments from the author indicated on the CFS. Marlana reported that she spoke with the author and the author explained why no artifacts were uploaded. The author is now fixing this problem by collecting the artifacts and preparing them for the next cycle. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried
  - Education AA/Certificate, resubmitted course level assessment report – This report was rated the same as the program level assessment report. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
  - Environmental Health & Safety, resubmitted unit assessment plan – The plan looks good, all the recommendations addressed in the CFS were addressed.



MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.

- Office Technology AS/Certificate, course level assessment report – Marlena worked with the author and they uploaded the evidence. MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.
- Office Technology AS/Certificate, program level assessment report – Same results as the course level report. MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.

#### **V. Old Business – Program/Unit Assessment Status from Fall 2011 Term**

- Listed below are overdue reports and plans. Wilson asked each member to take time to meet with their respective reporting units and assist the authors if need be. Reminder, that there are only 2 more weeks before the visiting ACCJC team arrives.

##### **Team 1**

- Construction Technology Certificate, course & program assessment plans – Marlena reported that she is working with the author and has the artifacts for this program. The artifacts are in MSWord and she will have to convert them prior to uploading. The author also mentioned that Yvonne has been reminding him of the deadline. The author has 6 programs to complete.
- Construction Technology Secondary, course & program assessment plans— Marlena is working with the author
- Liberal Studies AA, program-level assessment report
- Medical Assisting AS/Certificate, **course** & program level assessment report – Review team reported that for the course level assessment report, changes were made according to the CFS recommendations and the only thing to correct is the start and end dates. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried. The program-level assessment report has not been completed at this time.
- Practical Nursing Certificate, course & program level assessment report – Yvonne was not sure if it was the course-level or program-level report that was ahead of the March 12<sup>th</sup> deadline.
- Surveying Technology AS/Certificate, course & program level assessment reports – Marlena is working with the author

##### **Team 2**

- Automotive Body (Collision Repair & Refinishing) Secondary, course level assessment report
- Automotive Technology AS/Certificate, course & program assessment reports
- Automotive Technology Secondary, course level assessment report
- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course & program level assessment reports

- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, program level assessment report

Team 3

- Computer Aided Design & Drafting Certificate, course & program assessment plans – Marlena is working with the author
- Computer Science AS/Certificate, course & program assessment reports
- Culinary Arts AA, course & program assessment reports
- Food & Beverage Management AS, course & program level assessment reports
- Hotel Operations & Management AS, course & program assessment reports
- Medium/Heavy Truck Diesel Certificate, course & program assessment reports
- Pre-Architectural Drafting AS, course & program assessment plans – Marlena is working with the author

Team 4

- Cosmetology Certificate, course level assessment report
- Tourism & Travel Management AS, course & program assessment reports

**VI. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update - Wilson reported that Eric Chong suggested to email Chris Dennis who is the head of the Department Chair Council and include in the their agenda, the “Data Collection for Adjunct Faculty” to see whether or not it will be approved by the committee. If approved, Eric will add into the curriculum document, a statement indicating that adjuncts will have to collect all data requested by the Department Chair. Wilson will send an email to Chris Dennis regarding this matter. Wilson also mentioned that this concern was brought up by some Faculty Senate members during one of the TracDat trainings. Priscilla indicated that if the discussion regarding “Data Collection for Adjunct Faculty” is agreed upon, then the curriculum manual should be updated to change so that the policy or the guide for every curriculum document that goes through the process is going to require having data collection and the rubric attached to the curriculum document. This discussion is to try to systemize the process so that every faculty, regardless if they are fulltime or adjuncts will be required to collect data for the courses they teach.
- Marketing secondary, - Kat said that on the CFS, only 1 syllabus was required for each course. Does the author have to upload the syllabus for each course they are assessing? Priscilla said yes, but only one is required and that the course syllabus SLOs should be the same as those in TracDat identified as currently being assessed. Wilson indicated that the SLOs the authors are assessing should match whatever is uploaded. Priscilla mentioned that the only thing that must be the same for each of the course syllabus is the SLO. As part of academic freedom, the method of how the author and/or faculty

delivers the SLOs is their choice. Priscilla also mentioned that Group D will begin to assess the course SLOs this semester. If the SLOs in TracDat are different from the actual curriculum documents, then authors should change the SLOs in TracDat so that it is following the curriculum document and the course syllabus.

- Reminder to use the revised CFS for plans and reports – Reminder to use the December 2011 revised CFS for the plans and reports.
- CFS due to AIER the Monday after CCA's Rating – CFS is due Monday to Priscilla by 5 p.m.
- Reminder 4 p.m., March 21, 2012 CCA meeting @ Tech Center Conference Room 1210.– Priscilla mentioned that with the raising of hands, only 2 faculty members will be able to attend the meeting at 4 p.m.
- CCA Review Team Rotation–Marlena said that it would be good exposure for both the CCA team members and authors to review other units. By this rotation, everyone can communicate with different team members. AIER will randomly rotate the units and team members. This rotation will be effective next academic year 2012-2013. Marlena will bring the rotation list to the next CCA meeting.

#### **New Business**

- Assessing Program Level SLOs beginning Fall 2012 Semester – Wilson reported that he basically sent an announcement out last semester when Dr. Gina was Co-Chair. In the email announcement sent, Wilson indicated that at least 1 SLO per program and 1 SLO per course level be assessed. Priscilla suggested that the CCA committee decide whether or not to require the authors to assess all SLOs for the programs beginning next school year, 2012-2013. Priscilla reminded the members that when assessment began, they were only assessing SLOs at the program level. Then, the committee placed a hold in assessing the programs and in the Fall of 2009, the authors were required to begin assessing courses and CCA decided that authors choose only 1 SLO from the 50% of the technical required courses for the programs. Priscilla asked, “is CCA now reverting back to assessing all the SLOs for both the program and course levels?” KATSUYOSHI UCHIMA MOTIONED THAT **ALL PROGRAM LEVEL SLOs BE ASSESSED IN THE FALL FOR THE NEW PLANS, SECONDED BY WILSON TAM.** Motion carried.
- Assessing Course Level SLOs beginning Fall 2012 Semester – Wilson clarified that **all** the courses offered and taught will require only 1 SLO to be assessed and this will continue for fall 2012 semester.

#### **VII. Agenda Items for Next Meeting**

#### **VIII. Next Meeting – March 16, 2012**

March 9, 2012

Technology Center, Rm. 1210 2 p.m.

- IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMATO ADJOURN. Motion carried. Meeting adjourned at 3p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., Technology Center Conference Room 1210  
Wednesday, March 21, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 9, 2012 minutes/update #258)
- IV. Programs/Units Rating Recommendations

*Team 1*

- Adult Education Program (Basic Skills) – course level assessment plan
- Adult Education Program (Basic Skills) – program level assessment plan
- Adult Education Program (ESL) – program level assessment plan
- Adult Education Program (ESL) – resubmitted course level assessment plan
- Liberal Studies AA – program-level assessment report
- Medical Assisting AS/Certificate – program level assessment report
- Practical Nursing Certificate – program level assessment report

*Team 2*

- Automotive Body (Collision Repair & Refinishing) Secondary – course level assessment plan
- Automotive Body (Collision Repair & Refinishing) Secondary – program level assessment plan
- Automotive Technology Secondary – course level assessment plan
- Automotive Technology Secondary – program level assessment plan
- Automotive Technology AS/Certificate – course level assessment reports
- Automotive Technology AS/Certificate – program level assessment reports
- English Department – course level assessment plan
- Introduction to Health Occupations Secondary – resubmitted course assessment report
- Marketing AS – program level assessment report
- Marketing Secondary – course level assessment plan
- Marketing Secondary – program level assessment plan
- Medium/Heavy Truck Diesel Certificate – course level assessment report
- Medium/Heavy Truck Diesel Certificate – program level assessment report
- Visual Communications Secondary – course level assessment plan
- Visual Communications Secondary – program level assessment plan

*Team 3*

- Adult Education Program (AHS) – program level assessment plan
- Computer Science AS/Certificate – program level assessment report
- Culinary Arts AA – course level assessment report
- Early Childhood Education AS/Certificate – course level resubmitted assessment report
- Early Childhood Education AS/Certificate – program level resubmitted assessment report
- Electronics & Computer Networking Secondary – course level assessment plan
- Electronics & Computer Networking Secondary – program level assessment plan
- Hotel Operations & Management – program level resubmitted assessment report
- Lodging Management Secondary – program level assessment plan
- Lodging Management Secondary – course level assessment plan

- ProStart Secondary – resubmitted course level assessment report

*Team 4*

- Cosmetology Certificate – resubmitted course level assessment report

V. Old Business – Program/Unit Assessment Status from Fall 2011 Term

Team 1

- Construction Technology Certificate – course & program assessment plans
- Construction Technology Secondary – course & program assessment plans
- Practical Nursing Certificate – course level assessment report
- Surveying Technology AS/Certificate – course & program level assessment reports

Team 2

- Criminal Justice Department Courses – course level assessment report
- Criminal Justice AS/Certificate – course & program level assessment reports
- Marketing AS – course level assessment reports
- Pre-Nursing Certificate – program level assessment report
- Visual Communications AS – program level assessment report

Team 3

- Computer Aided Design & Drafting Certificate – course & program assessment plans
- Culinary Arts AA – program assessment reports
- Food & Beverage Management AS – course & program level assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

Team 4

- Tourism & Travel Management AS – course & program assessment reports

VI. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors
- Assessing Course Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors

VII. New Business

VIII. Agenda Items for Next Meeting

IX. Next meeting – March 30, 2012 in PCR

X. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., Technology Center Conference Room 1210  
Wednesday, March 21, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	Has class
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
15.	Karp Dr., Adam	Peer Evaluation Team Member	
16.	Riegal, Rhea	Peer Evaluation Team Member	
17.	Walton Dr., Ian	Peer Evaluation Team Member	
18.			
19.			
20.			

**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #259)**  
**Technology Center Conference Room 1210**  
**2 p.m. Wednesday, March 21, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlana Montague (Co-Chair) Joseph Benavente, Dr. Michael Chan, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam and Zhaopei Teng,

**Members absent:** Ines Bukikosa (Has class), Cecilia Delos Santos, Katsuyoshi Uchima (Has class) and Steven Alvarez (Talent Show/Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY MICHAEL SETZER II, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #258) FOR MARCH 9, 2012 BE APPROVED WITH MINOR CHANGES. Motion carried.**

**IV. Programs/Units Rating Recommendations**

**Team 1:**

- Adult Education Program (Basic Skills), course level assessment plan – The author did not provide SLOs as required. The SLOs in the plan are not identical to the catalog. Doris used the regular post secondary catalog to compare the SLOs. Joe reported that the author had informed him that course number CEAD030 was cancelled this semester due to low enrollment and therefore no longer needs to be assessed this semester. The other issue Doris had is CFS item #13, use of summary of results and implementation status from last cycle (criterion). Last year the author indicated 75% of adult learners will gain at least 5 points. This year, the author indicated 75% will gain at least 3 points. For continuous improvement, Doris recommended that the author maintain the same criterion, “75% of adult learners will gain 5 points”. Michael Setzer II noted that the 5 points gain should be clearly stated to mean 5 points gain between the pre and post test. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Adult Education Program (Basic Skills), program level assessment plan – The problem is the same as the above course level assessment plan. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Adult Education Program (ESL), program level assessment plan – Joe said that the problem is the same as the other Adult Education Programs. Also, there is no activity schedule identified for the ESL program. JOSEPH



BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

- Adult Education Program (ESL), resubmitted course level assessment plan – The problem is still the same as the other Adult Education Programs. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Liberal Studies AA, program-level assessment report – EN111 was the course used to assess the program SLO and CCA approved the report for this course. Author just needs to upload in PDF evidence of student work. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Medical Assisting AS/Certificate, program level assessment report – Everything looked good in this report. Yvonne worked with the author to make the changes. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Practical Nursing Certificate, program level assessment report – Yvonne met with the author and most corrections were made. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Practical Nursing Certificate, course level assessment report – The author made the correction on the dates. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY DR. MICHAEL CHAN. Motion carried.

**Team 2:**

- Automotive Body (Collision Repair & Refinishing) Secondary, course level assessment plan – not rated
- Automotive Body (Collision Repair & Refinishing) Secondary, program level assessment plan – not rated
- Automotive Technology Secondary, course level assessment plan – not rated
- Automotive Technology Secondary, program level assessment plan – not rated
- Automotive Technology AS/Certificate, course level assessment reports – The author needs to change the dates to match the assessment cycle. The criterion was stated but did not indicate what the author was going to do. Also, the artifact uploaded was an excel file and not a PDF file. DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.
- Automotive Technology AS/Certificate, program level assessment reports – Again, the author uploaded artifacts that are in excel format that needed to be converted to PDF format. Also, there were no evidence of “exceptional and non-exceptional” files uploaded of students work. DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- English Department, course level assessment plan – not rated

- Introduction to Health Occupations Secondary, resubmitted course assessment report – not rated
- Marketing AS, program level assessment report – not rated
- Marketing Secondary, course level assessment plan – not rated
- Marketing Secondary, program level assessment plan – not rated
- Medium/Heavy Truck Diesel Certificate, course level assessment report – not rated
- Medium/Heavy Truck Diesel Certificate, program level assessment report – not rated
- Visual Communications Secondary, course level assessment plan – not rated
- Visual Communications Secondary, program level assessment plan – not rated

**Team 3:**

- Adult Education Program (AHS), program level assessment plan – It seems that this plan is similar to what Team #1 had mentioned earlier. Under SLO#1, only a number was given and not the percentage. Also, under the “Activity Schedule” it indicates from April to May. Marlena said that the course is now under Continuing Education and questioning how will this be addressed. Doris recommended that the course and program should be assessed because under Public Law 14-77, GCC is mandated to provide Adult Education Programs and Career and Technical Education courses. Mike Setzer indicated that courses that lead to a degree must be assessed. Wilson remembers that this issue was brought up to Dr. Ray via a memo. Dr. Ray responded leaving it up to the committee to decide on whether to require assessment of courses taught under Continuing Education & Workforce Development. At that time, the committee decided that if the courses offered leads to a degree, then the courses must be assessed. Marlena mentioned that the committee does not hold assessment requirements for all CE courses in the catalog. Priscilla reported that departments owning and offering the courses are responsible for assessing the SLOs. Priscilla’s opinion was that if the law mandates GCC to provide Adult Education Programs and the courses are offered through Continuing Education, then it should be assessed. Marlena suggested that this issue be tabled and be brought back under “New Business”. Marlena said that currently no Continuing Education courses are being assessed. Revisiting all CE courses being offered for credit. WILSON TAM MOTIONED THAT THE PROGRAM ASSESSMENT PLAN BE RATED AS RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Computer Science AS/Certificate, program level assessment report – Wilson’s team reviewed the report and everything looked fine. He also reported that the implementation status was inputted except for SLO#1. WILSON TAM MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Culinary Arts AA, course level assessment report – For SLO#1, column 4, it says that instructor will provide more practice in European recipes. It does

not link to the summary of results although the criterion was met. The use of summary result does not explain why the instructor will provide more practices. It does not say why they decided to do that. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.

- Early Childhood Education AS/Certificate, course level resubmitted assessment report – All the concerns on the CFS were addressed. WILSON TAM MOTIONED TO APPROVE, SECONDED BY MICHAEL SETZER II. Motion carried.
- Early Childhood Education AS/Certificate, program level submitted assessment report – Same as course level report. WILSON TAM MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Electronics & Computer Networking Secondary, course level assessment plan – Need related goals including PRG, evidence uploaded, correct the start and end dates, and budget data should be addressed. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Electronics & Computer Networking Secondary, program level assessment plan – Same comments as course level assessment plan. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Hotel Operations & Management, program level resubmitted assessment report – Results didn't follow the standardized format with percentages and N=. The instrument identified to measure the SLO was satisfaction survey from the employer, yet none was reported. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Lodging Management Secondary, program level assessment plan – Related goals were required. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY DR. MICHAEL CHAN. Motion carried.
- Lodging Management Secondary, course level assessment plan – Course syllabus required and to report when the means of assessment activity will take place. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- ProStart Secondary, resubmitted course level assessment report - TABLE

#### **Team 4**

- Cosmetology Certificate, resubmitted course level assessment report – Marlena mentioned she worked with the DC to close the loop for this assessment. She also reported that the program will be completely revamped and a new plan will be developed after the program revision is approved. MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried.

**V. Old Business – Program/Unit Assessment Status from Fall 2011 Term**

Team 1

- Construction Technology Certificate, course & program assessment plans – DC is still working on this.
- Construction Technology Secondary, course & program assessment plans – DC is still working on this.
- Practical Nursing Certificate, course & program level assessment report – both were rated, see above “Programs/Units Rating Recommendations” for Team 1.
- Surveying Technology AS/Certificate, course & program level assessment reports – DC is still working on this

Team 2

- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course & program level assessment reports
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, program level assessment report

Team 3

- Computer Aided Design & Drafting Certificate, course & program assessment plans – DC is still working on this
- Culinary Arts AA, program assessment reports
- Food & Beverage Management AS, course & program level assessment reports
- Pre-Architectural Drafting AS, course & program assessment plans – DC is still working on this

Team 4

- Tourism & Travel Management AS, course & program assessment reports

**VI. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Status Quo.
- Reminder to use the revised CFS for plans and reports – Chair reminded team.
- CFS due to AIER the Monday after CCA’s Rating – CFS for this rating instead is due Friday, March 23<sup>rd</sup>
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors – Chair will work on announcement
- Assessing Course Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors – Chair will work on announcement

**VII. New Business**

**VIII. Agenda Items for Next Meeting**

- CE courses to be assessed

March 21, 2012

Technology Center, Rm. 1210 2 p.m.

**IX. Next Meeting** – March 30, 2012

**X. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY MICHAEL SETZER II TO ADJOURN. Motion carried. Meeting adjourned at 3:25 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, March 30, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 21, 2012 minutes/update #259)
- IV. Programs/Units Rating Recommendations

*Team 2*

- Automotive Body (Collision Repair & Refinishing) Secondary – course level assessment plan
- Automotive Body (Collision Repair & Refinishing) Secondary – program level assessment plan
- Automotive Technology Secondary – course level assessment plan
- Automotive Technology Secondary – program level assessment plan
- English Department – course level assessment plan
- Introduction to Health Occupations Secondary – resubmitted course assessment report
- Marketing AS – program level assessment report
- Marketing Secondary – course level assessment plan
- Marketing Secondary – program level assessment plan
- Medium/Heavy Truck Diesel Certificate – course level assessment report
- Medium/Heavy Truck Diesel Certificate – program level assessment report
- Visual Communications Secondary – course level assessment plan
- Visual Communications Secondary – program level assessment plan

*Team 3*

- ProStart Secondary – resubmitted course level assessment report

V. Old Business – Program/Unit Assessment Status from Fall 2011 Term

*Team 1*

- Construction Technology Certificate – course & program assessment plans
- Construction Technology Secondary – course & program assessment plans
- Surveying Technology AS/Certificate – course & program level assessment reports

*Team 2*

- Criminal Justice Department Courses – course level assessment report
- Criminal Justice AS/Certificate – course & program level assessment reports
- Marketing AS – course level assessment reports
- Pre-Nursing Certificate – program level assessment report
- Visual Communications AS – course level assessment report
- Visual Communications AS – program level assessment report

*Team 3*

- Computer Aided Design & Drafting Certificate – course & program assessment plans
- Culinary Arts AA – program assessment reports
- Food & Beverage Management AS – course & program level assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

*Team 4*

- Tourism & Travel Management AS – course & program assessment reports

VI. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors
- Assessing Course Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors

VII. New Business

- Revisit assessing CE courses
- Nominations for Chair

VIII. Agenda Items for Next Meeting

IX. Next meeting – April 13, 2012 in PCR

X. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, March 30, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	Off island
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
15.	Karp Dr., Adam	Peer Evaluation Team Member	
16.	Riegal, Rhea	Peer Evaluation Team Member	
17.	Walton Dr., Ian	Peer Evaluation Team Member	
18.			
19.			
20.			



**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #260)**  
**President's Conference Room**  
**2 p.m. Friday, March 30, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Joseph Benavente, Ines Bukikosa, Dr. Michael Chan, Cecilia Delos Santos, Priscilla Johns, Michael Setzer II, Yvonne Tam, Zhaopei Teng, Katsuyoshi Uchima and Steven Alvarez (Student Representative)

**Members absent:** Marlena Montague/Co-Chair (Leave) and Doris Perez (Off-island)

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY ZHAOPEI TENG THAT THE MEETING MINUTES (UPDATE #259) FOR MARCH 21, 2012 BE APPROVED. Motion carried.**

**IV. Programs/Units Rating Recommendations**

**Team 2:**

- Automotive Body (Collision Repair & Refinishing) Secondary, course level assessment plan – The author needs to change the layout of the documents that were uploaded to portrait. Also, there is no task indicated for several SLOs. Assignments and syllabus not indicated either. INES BUKIKOSA MOTIONED TO APPROVE WITH CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Automotive Body (Collision Repair & Refinishing) Secondary, program level assessment plan – The author again must convert SLO documents 1, 2 and 3 that were uploaded to a portrait page layout. Also, the author should incorporate information in the “use of summary results” from previous cycles. Everything else looks fine. INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Automotive Technology Secondary, course level assessment plan – This plan is missing SLOs and “division goals”. Also, there is no “task” defined. Clarification is needed on when the course tools will be administered. Again, the author needs to change the page layout to portrait. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Automotive Technology Secondary, program level assessment plan – SLOs number 1 through 4 are missing the dates “SP2012-FA2013”. Again, the author needs to convert the page layout of the documents uploaded to portrait. Course syllabus is also missing. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

March 30, 2012

President's Conference Room, 2 p.m.

- English Department, course level assessment plan – Several of the course SLOs do not match the college catalog. There are several issues on this plan. Several courses were not linked to the program review goals, essay questions were not uploaded, and there are no rubrics. DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- Introduction to Health Occupations Secondary, resubmitted course assessment report – This report was rated a resubmit prior. The author has made the changes indicated of the CFS. The only thing missing is the upload of student samples. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Marketing AS, program level assessment report – TABLE
- Marketing Secondary, course level assessment plan – There is only 1 document pending from this plan and the author is in the process of submitting the course guides for revision. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Marketing Secondary, program level assessment plan – There is no CT standards identified. There is also some confusion in the budget section because it does not match the document section. Priscilla suggested that this committee come up with a guideline. She reminded the committee that identifying budget resources only started last semester in 2011 and not all departments and faculty knew what the goals and proposed outcomes were for their departments. The department chairs were not aware of this until training was conducted. The DCs now must get together with all faculty within their department to make sure they address funding needs for all of their programs. As in this example, Marketing has postsecondary and secondary programs so the budget request should incorporate both. Priscilla also mentioned that the way budget requests were submitted, some were based on program needs and some were based department needs, and when programs move between departments, budget were not included. By 2013, we hope this problem should improve. Priscilla also said that if this plan has the method, with evidence uploaded, and course syllabus SLOs are the same as the SLOs in TracDat, her recommendation is to approve the plan. Priscilla also reported that when Dr. Ray was addressing CCA earlier in the meeting, he had mentioned that AIER and the Vice President of Business & Finance are working together to have evidence linked to the budget and then close the loop. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY DR. MICHAEL CHAN. Motion carried.
- Medium/Heavy Truck Diesel Certificate, course level assessment report – The author indicates that there is “no declared students for the program at this time” but also needs to explain why this criterion was not met. According to Priscilla, sometimes a course guide will not require a pre-requisite. The author mentioned that he does not have student information but will continue to look for them. A letter was received explaining that the author could only

assess this course because students could not get into other courses because of the pre-requisite. Only 6 students were enrolled and this number was not sufficient to go to the next sections. The DC sent an email saying that this new program was developed because of the apprenticeship program and that was the reason it was offered. This course was archived a few years ago and was reinstituted because of the apprenticeship program and the military build-up. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

- Medium/Heavy Truck Diesel Certificate, program level assessment report – The author needs to correct the dates and address the reason why students were not able to take the exam. Priscilla said that the author inputted the reasons why students were unable to take the exam in the wrong column, it should have been inputted under data collection status instead of the use of summary results column. The comments read; “currently, all students in MHT courses are from the Apprenticeship Program. We have no declared certificate students at this time.” KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried. Discussion: GCC Universal ID – Mike Setzer II reported that he spoke to a faculty that was concerned about uploading of student artifacts into TracDat. Several students had mentioned to her that they can view exams and other artifacts from previous cycle by using the “GCC UNIVERSAL ID” to access TracDat. Priscilla will delete the step by step process for the universal ID to access TracDat from the AIER website.
- Visual Communications Secondary, course level assessment plan – The SLOs identified as currently being assessed do not match the catalog. Mike Setzer II said that the curriculum documents could still be in the process. Priscilla suggested asking the DC if the course syllabus and SLOs given to the students are the same as what is in TracDat. Furthermore, the rubrics uploaded covered the SLOs. Then her recommendation is to approve the plan if they are the same. KATSUYOSHI UCHIMA MOTIONED TO APPROVE THE PLAN, PENDING THE CLARIFICATION OF THE SLOs, SECONDED BY INES BUKIKOSA. Motion carried.
- Visual Communications Secondary, program level assessment plan – The only issue is the numbering of the SLOs aren't the same as those in the secondary catalog. Everything else seems fine. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOS. Motion carried.

### **Team 3:**

- ProStart Secondary, resubmitted course level assessment report – This report is a prior resubmit and it seems that the author still didn't make the changes. The author did not explain the reason why students did not meet the criteria. The author just listed the following: 1) the 4 x 4 block schedule 2) faculty problems 3) facility problems and 4) lack of computers. The author needs to explain how these things affected not meeting the criterion. WILSON TAM

MOTIONED TO RESUBMIT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

- Lodging Management Plan, course level and program level assessment plan – Still no changes made to the start and end dates. There is no date indicated on the activity schedule and the program review goals for 2012 were not checked. The author did make some changes, but not all that was recommended on the CFS. Wilson will speak to the author. WILSON TAM MOTIONED TO RESUBMIT BOTH THE COURSE AND PROGRAM LEVEL ASSESSMENT PLANS, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
- Adult High School Program – The author made changes to the plan that was indicated on the CFS. WILSON TAM MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

**V. Old Business – Program/Unit Assessment Status from Fall 2011 Term** – There are still several reporting units that have not turned in their plans or reports. Wilson reminded the team members to get in touch with the authors and have them complete their assessment before the end of the school year.

**Team 1**

- Construction Technology Certificate, course & program assessment plans –
- Construction Technology Secondary, course & program assessment plans –
- Surveying Technology AS/Certificate, course & program level assessment reports -

**Team 2**

- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course level assessment reports
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, course level assessment report
- Visual Communications AS, program level assessment report

**Team 3**

- Computer Aided Design & Drafting Certificate, course & program assessment plans -
- Culinary Arts AA, program assessment reports -
- Food & Beverage Management AS, course & program level assessment reports -
- Pre-Architectural Drafting AS, course & program assessment plans -

**Team 4**

- Tourism & Travel Management AS, course & program assessment reports –

**VI. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson reported that he spoke to Eric from the LOC committee and he said the committee is working on updating the curriculum manual. The committee is also going to vote on whether or not LOC and Gen. Ed. committees will be split into 2 separate committees next month. The Gen. Ed. Committee is currently working on optimizing the ILOs and reinforcing all Gen. Ed. courses. The LOC chair and vice-chair met with the ACCJC team and it was mentioned that ACCJC was under the impression that LOC was responsible for evaluating the SLOs. It was then made clear to ACCJC that CCA was responsible for evaluating SLOs. Wilson reported that Eric spoke with Chris Dennis concerning adjunct faculty collecting data. Chris will put this issue on the agenda when faculty returns from their Easter break.
- Reminder to use the revised CFS for plans and reports – Wilson reminded team members to use the revised CFS.
- CFS due to AIER the Monday after CCA's Rating – To give faculty members a break, this time only (due to Easter break), CFS will be due next Monday, April 9, 2012.
- Assessing Program Level SLOs beginning fall 2012 Semester Announcement for Academic Authors – Wilson will prepare the announcement before the end of the semester.
- Assessing Course Level SLOs beginning fall 2012 Semester Announcement for Academic Authors – Wilson will prepare the announcement before the end of the semester.

**VII. New Business**

- Revisit assessing CE courses – TABLE
- Nomination for Chair – WILSON TAM MOTIONED TO NOMINATE ZHAOPEI TENG AS THE NEW CHAIRPERSON FOR CCA BEGINNING FALL OF 2012, DR. MICHAEL CHAN SECONDED. Motion carried. Zhaopei Teng accepted the nomination. No other nominations were made.

**VIII. Agenda Items for Next Meeting**

**IX. Next Meeting – April 13, 2012**

- X. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, April 13, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 30, 2012 minutes/update #260)

Programs/Units Rating Recommendations

*Team 1*

- Adult Education Program (Basic Skills) – resubmitted course level assessment plan
- Adult Education Program (Basic Skills) – resubmitted program level assessment plan
- Adult Education Program (ESL) – resubmitted course level assessment plan
- Adult Education Program (ESL) – resubmitted program level assessment plan
- Construction Technology Certificate – program level assessment plan
- Construction Trades Secondary – program level assessment plan
- Construction Trades Secondary – course level assessment plan
- Liberal Studies AA – resubmitted program level assessment report

*Team 2*

- Marketing AS – program level assessment report

*Team 3*

- Computer Aided Design & Drafting Certificate – program level assessment plan
- Computer Aided Design & Drafting Certificate – course level assessment plan
- Electronics & Computer Networking Secondary – resubmitted program level assessment plan
- Electronics & Computer Networking Secondary – resubmitted course level assessment plan
- Lodging Management Secondary – resubmitted course level assessment plan
- Lodging Management Secondary – resubmitted program level assessment plan

IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term

*Team 1*

- Construction Technology Certificate – course assessment plans
- Surveying Technology AS/Certificate – course & program level assessment reports

*Team 2*

- Criminal Justice Department Courses – course level assessment report
- Criminal Justice AS/Certificate – course & program level assessment reports
- Marketing AS – course level assessment reports
- Pre-Nursing Certificate – program level assessment report
- Visual Communications AS – course level assessment report
- Visual Communications AS – program level assessment report

*Team 3*

- Culinary Arts AA – program assessment reports
- Food & Beverage Management AS – course & program level assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

*Team 4*

- Tourism & Travel Management AS – course & program assessment reports

V. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors
- Assessing Course Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors

VI. New Business

- Revisit assessing CE courses
- New CCA Chair

VII. Agenda Items for Next Meeting

VIII. Next meeting – April 20, 2012 in PCR

IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, April 13, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #261)**  
**President's Conference Room**  
**2 p.m. Friday, April 13, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlana Montague, Joseph Benavente, Ines Bukikosa, Priscilla Johns, Michael Setzer II, Yvonne Tam, Zhaopei Teng, Katsuyoshi Uchima and Steven Alvarez (Student Representative)

**Members absent:** Dr. Michael Chan, Cecilia Delos Santos, and Doris Perez

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY STEVEN ALVAREZ THAT THE MEETING MINUTES (UPDATE #260) FOR MARCH 30, 2012 BE APPROVED. Motion carried.**

**IV. Programs/Units Rating Recommendations**

**Team 1:**

- Adult Education Program (Basic Skills), resubmitted course level assessment plan – The two issues in this plan were addressed. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Adult Education Program (Basic Skills), resubmitted program level assessment plan – The author made changes to the activity schedule and criteria. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Adult Education Program (ESL), resubmitted course level assessment plan – The author addressed all the issues. The syllabus indicated that this class includes service learning. Wilson reported that this class does not do service learning and the author should remove the service learning portion in the syllabus. JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Adult Education Program (ESL), resubmitted program level assessment plan – The author made the changes regarding the activity schedule and criteria. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried
- Construction Technology Certificate, program level assessment plan – The start and end dates are not correct. Several uploads are not in PDF format. The description under “related documents” doesn’t match the tool. The SLOs are very general and needs to be reworded. The author did a lot of work on this plan and just needs to make the changes. JOSEPH BENAVENTE

April 13, 2012

President's Conference Room, 2 p.m.

MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

- Construction Trades Secondary, program level assessment plan – Start date is incorrect. The author has good evidence but did not separate the documents. The separation of evidence is not a problem if he describes it. Also, the wording should match the syllabus. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Construction Trades Secondary, course level assessment plan – The start date is incorrect. The author needs to change the SLOs to match the syllabus or revise the course guides. Furthermore, the course syllabus does not identify the term and year. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Liberal Studies AA, resubmitted program level assessment report – It seems that the author uploaded the document in the wrong column. Also, convert word document to PDF format. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.

**Team 2:**

- Marketing AS, program level assessment report – Several of the documents uploaded are power-point or j-peg. These documents should be in PDF format. Also, dates for fall and spring should be consistent throughout. Author should change the SLO 1 & 3 to not currently being assessed. Kat will work with the author to make the changes. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 3:**

- Computer Aided Design & Drafting Certificate, program level assessment plan – Start and end dates are incorrect. The artifacts and related documents were scanned copies from a workbook. There were no skills or lab tests uploaded which were the tools identified to measure the SLOs. Also, related goals were incomplete. STEVEN ALVAREZ MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Computer Aided Design & Drafting Certificate, course level assessment plan – There are several issues with this plan. Start date is incorrect and the author needs to elaborate more on the activity schedule. Again, the documents uploaded were scanned from a text book instead of the tools identified. STEVEN ALVAREZ MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Electronics & Computer Networking Secondary, resubmitted program level assessment plan - In the last CFS, the author was advised to go back and link each SLO to at least one related goal. This was not done. The date on the 2 year cycle is wrong and the author needs to identify the academic year not just the month. The author did not make all the changes indicated on the previous

April 13, 2012

President's Conference Room, 2 p.m.

CFS. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.

- Electronics & Computer Networking Secondary, resubmitted course level plan – Again, the 2 year assessment cycle start date was not changed. Related goals still not completed. The author did not make the changes indicated on the previous CFS. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- Lodging Management Secondary, resubmitted course level assessment plan – Related goals not completed and the course should reflect the SLOs. The author needs to describe how the ACCJC standards were incorporated into the SLOs since that was the source selected from the drop down list. Wilson will speak with the author. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- Lodging Management Secondary, resubmitted program level assessment plan – There are no samples of test or quizzes uploaded under “related documents”. Also, there is an incomplete sentence under “activity schedule”. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

- V. Old Business – Program/Unit Assessment Status from Fall 2011 Term** – There are still several assessment units that have not submitted their plans or reports. Wilson asked the team members to contact the authors again and have them submit their assessment assignment as soon as possible. Wilson also reported that he sent emails to several authors but only 1 author responded.

Team 1

- Construction Technology Certificate, course assessment plans –
- Surveying Technology AS/Certificate, course & program level assessment reports

Team 2

- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course level assessment reports
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, course level assessment report
- Visual Communications AS, program level assessment report

Team 3

- Culinary Arts AA, program assessment reports -
- Food & Beverage Management AS, course & program level assessment reports -
- Pre-Architectural Drafting AS, course & program assessment plans -

Team 4

- Tourism & Travel Management AS, course & program assessment reports –

**VI. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – There was no information given to Wilson regarding Chris Dennis. Wilson will follow up with Eric.
- Reminder to use the revised CFS for plans and reports – Reminder to use the revised CFS.
- CFS due to AIER the Monday after CCA's Rating – CFSs are due to AIER on Monday by 5 p.m.
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors – Wilson will complete this announcement by the end of the week. He will have Marlena and Priscilla review before sending to the PIO for posting. The announcement will indicate that all SLOs under programs must be assessed and only 1 SLO under courses should be assessed. This will be effective in the fall (August) of 2012.
- Assessing Course Level SLOs beginning fall 2012 Semester Announcement for Academic Authors – Wilson will prepare the announcement before the end of the semester.

**VII. New Business**

- Revisit assessing CE courses – AIER and Rowena will be meeting next week to discuss assessment of non-credit and CE courses. This was based on ACCJC's team recommendation.
- Marlena and Priscilla will prepare a slideshow for CCA to present to the deans and associate deans. The slideshow will highlight what CCA has accomplished this academic year. The presentation will take place during the last CCA meeting on May 11, 2012. Priscilla will incorporate items from the "end of the year report" that will be submitted to Faculty Senate by April 30, 2012. Priscilla will also include the number of TracDat trainings and how many participated in the trainings. She will also include the number of plans and reports that were rated, along with the breakdown of how many were approved and resubmitted. Priscilla will also include the numerous hours CCA members spent reviewing the documents and meeting with the authors. Some members felt that the DC should divide the work equally or assist by completing the program level plans and reports themselves. Priscilla said that the DC is responsible for the entire department and that the DC will distribute the work as he sees fit. In the past, some DCs or department heads have completed the reports themselves. The time spent preparing the CFSs' and time spent with authors will be discussed in the next meeting.
- New CCA Chair – Zhaopei Teng is the new CCA chair. There were no other nominations made. Congratulations Zhaopei!

April 13, 2012

President's Conference Room, 2 p.m.

- SSUO, to be published in the catalog – Priscilla has compiled all the SSUOs because of the ACCJC's team recommendation to publish all SSUOs in the catalog. The information was submitted to AVP.
- Memo regarding completion rates (Late, Extension & Met) – Dr. Ray met with AIER earlier in the week and this is what was discussed. Priscilla will put together a memo with regards to compliance this academic year. The memo will indicate programs that were never submitted, those that were late, those that filed extensions and those that never met the deadline. The memo will be addressed to the AVP. Copies will be sent to the deans and faculty that is responsible for the unit. Priscilla mentioned that since assessment is part of the faculty evaluation process as indicated in the faculty contract, HR Administrator requested for copies of the compliance matrix. The intention is to gauge the effectiveness of the faculty evaluation tool and if assessment is included in the appraisal.

**VIII. Agenda Items for Next Meeting**

**IX. Next Meeting – April 20, 2012**

**X. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.**

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, April 20, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 13, 2012 minutes/update #261)

Programs/Units Rating Recommendations

*Team 2*

- Automotive Services Technology AS/Certificate – resubmitted course level assessment report
- Automotive Services Technology AS/Certificate – resubmitted program level assessment report

*Team 3*

- Lodging Management Secondary – resubmitted course level assessment plan
- Lodging Management Secondary – resubmitted program level assessment plan

IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term

*Team 1*

- Construction Technology Certificate – course assessment plans
- Surveying Technology AS/Certificate – course & program level assessment reports

*Team 2*

- Criminal Justice Department Courses – course level assessment report
- Criminal Justice AS/Certificate – course & program level assessment reports
- Marketing AS – course level assessment reports
- Pre-Nursing Certificate – program level assessment report
- Visual Communications AS – course level assessment report
- Visual Communications AS – program level assessment report

*Team 3*

- Culinary Arts AA – program assessment reports
- Food & Beverage Management AS – course & program level assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

*Team 4*

- Tourism & Travel Management AS – course & program assessment reports

V. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors
- Assessing Course Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors
- SSUOs to be published in the Catalog
- Memo regarding compliance rate
- Slide show (CCA End of Year Report)

- Review teams' average time reviewing assessment plans and reports
- Nominations for Assessment Awards
- Last meeting May 11, 2012

VI. New Business

- Plan & report CFS resubmissions; concerns from authors
- CFSs for resubmissions rated as "approved"
- Review process flow chart

VII. Agenda Items for Next Meeting

VIII. Next meeting – April 27, 2012 in PCR

IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, April 20, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #262)**  
**President's Conference Room**  
**2 p.m. Friday, April 20, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague, Joseph Benavente, Cecilia Delos Santos, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Steven Alvarez (Student Representative), Ines Bukikosa and Dr. Michael Chan

**III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY ZHAOPEI TENG THAT THE MEETING MINUTES (UPDATE #261) FOR APRIL 13, 2012 BE APPROVED. Motion carried.**

**IV. Programs/Units Rating Recommendations**

**Team 2:**

- Automotive Services Technology AS/Certificate, resubmitted course level assessment report – The author completed everything addressed in the last CFS except to convert the excel evidence to PDF or convert to “read only” format. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Automotive Services Technology AS/Certificate, resubmitted program level assessment report – The author completed everything addressed in the last CFS except to convert the excel evidence to PDF or convert to “read only” format. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.

**Team 3:**

- Lodging Management Secondary, resubmitted course level assessment plan – Wilson will speak with the author with regards to the related goals not checked. Everything else addressed in the last CFS is fine. WILSON TAM MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Lodging Management Secondary, resubmitted program level assessment plan – The author made the changes that were on the last CFS. WILSON TAM MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

April 20, 2012

President's Conference Room, 2 p.m.

- V. Old Business – Program/Unit Assessment Status from Fall 2011 Term** – Wilson reminded CCA members that the school year is coming to an end and to remind authors to submit their assessment as soon as possible.

Team 1

- Construction Technology Certificate, course assessment plans –
- Surveying Technology AS/Certificate, course & program level assessment reports

Team 2

- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course level assessment reports
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, course level assessment report
- Visual Communications AS, program level assessment report

Team 3

- Culinary Arts AA, program assessment reports -
- Food & Beverage Management AS, course & program level assessment reports -
- Pre-Architectural Drafting AS, course & program assessment plans -

Team 4

- Tourism & Travel Management AS, course & program assessment reports –

**VI. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – According to Wilson, Eric said LOC is currently working on the course guides. Their suggestion was for CCA to mentor the authors so that they have a clearer understanding of the CFS requirements and CCA's recommendations. Wilson said that CCA already meets with authors to assist with their assessment. Wilson also reported that when Eric reviewed several secondary programs, many curriculums were over 5 years old and has not been updated. On another note, Eric has not heard from Chris Dennis with regards to adjuncts assessing courses.
- Reminder to use the revised CFS for plans and reports – Reminder, to use the new revised CFS available in TracDat and the AIER website.
- CFS due to AIER the Monday after CCA's Rating – CFS is due to AIER on Monday by 5 p.m.
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors – Wilson completed the draft of the announcement and the final announcement was uploaded into TracDat, under the "GCC Documents Tab". The announcement is to clarify that program level SLO assessment requirement beginning fall 2012 is to assess ALL program SLOs i.e. all programs within the department and all SLOs per program will be assessed.

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President's Conference Room, 2 p.m.

- Assessing Course Level SLOs beginning fall 2012 Semester Announcement for Academic Authors –The announcement mentions that all courses or all sections being offered in a semester will have to assess at least 1 SLO per course when beginning a new assessment plan, regardless of the number of sections. On the course SLOs, CCA requires that 1 excellent and 1 fair artifact by separate students be uploaded for each course. A “Step by Step” instruction guide to uploading artifacts can be found in TracDat under the unit name Guam Community College, Documents tab.
- SSUOs to be published in the Catalog – During the ACCJC visit, a team member saw that the SLOs for program and courses were published in the catalog. That member recommended to Dr. Ray to also publish the SSUOs in the catalog. Priscilla extracted all current SSUOs from TracDat and will give this information to the AVP's Administrative Officer (Ava) for editing and publishing in the upcoming catalog.
- Memo regarding compliance rate – The draft of the assessment compliance memo was sent to Dr. Ray earlier this week with an attached matrix of the assessment units. The matrix was also sent to CCA and can be used as a guide when deciding the nominees for the AY2011-2012 assessment awards.
- Slide show (CCA end of year report) – A draft of the slide show was prepared by Marlena and Priscilla. The chair of CCA will present the slide show to the Vice President of Academic Affairs, the Deans and the Associate Deans during the last CCA meeting, May 11, 2012. The committee was asked to share any recommendations or deletions. The 1<sup>st</sup> slide tells how many meetings the committee had during a semester and how many meetings were cancelled. Priscilla will include a footnote indicating why the meetings were cancelled. The slide will also include the number of hour's committee members spent outside of CCA assisting authors with their assessment. A suggestion was made to indicate the members as faculty, administrators or staff instead of using their names when reporting time spent with authors. The slide will also include challenges CCA has faced.
- Review teams' average time reviewing assessment plans and reports – Priscilla asked the members to email her the hours spent reviewing assessment plans and reports to be included in the slide presentation.
- Nominations for Assessment Awards – Send your nominations to AIER before the next meeting so that CCA members can vote by May 4<sup>th</sup>, 2012. Priscilla will send the critique form to the members with a matrix attachment.
- Last meeting May 11, 2012 – May 11<sup>th</sup> will be the last CCA meeting. The chair of CCA will present a slide show to the VP, Deans and the Associate Deans.

## **VII. New Business**

- Plan & report CFS resubmissions; concerns from authors – One of the authors questioned why CCA could not just resubmit his plan or report just once. Wilson indicated that when this particular plan was rated resubmit, the author

April 20, 2012

President's Conference Room, 2 p.m.

did not make the changes on the CFS that was requested of him. That was the reason for several "resubmits".

- CFSs for resubmissions rated as "approved" – Priscilla said that when a plan or report is rated resubmit and then finally approved, it is not necessary to have the CFS sent to her. Priscilla said an email saying it's approved will be sufficient. PRISCILLA JOHNS MOTIONED THAT IF A PLAN OR REPORT IS RATED APPROVED AFTER THE 2<sup>ND</sup> OR 3<sup>RD</sup> REVIEW, AN EMAIL OR A COPY SENT TO HER WILL BE SUFFICIENT AND THERE IS NO NEED TO SUBMIT A CFS, SECONDED BY DORIS PEREZ. MOTION CARRIED.
- Review process flow chart – MARLENA MONTAGUE MOTIONED TO TABLE UNTIL THE NEXT MEETING, SECONDED BY JOSEPH BENAVENTE

**VIII. Agenda Items for Next Meeting**

- Vote awardees

**IX. Next Meeting – April 27, 2012**

- X. Adjournment:** IT WAS MOVED JOSEPH BENAVENTE SECONDED KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, April 27, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 20, 2012 minutes/update #262)

Programs/Units Rating Recommendations

*Team 2*

- Automotive Services Technology secondary – program level resubmitted assessment plan
- Automotive Services Technology secondary – course level resubmitted assessment plan
- English Department Courses – resubmitted course level assessment plan
- Medium/Heavy Diesel Truck Certificate – resubmitted course level assessment report

*Team 3*

- ProStart Secondary – resubmitted course level assessment report

IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term

*Team 1*

- Construction Technology Certificate – course assessment plans
- Surveying Technology AS/Certificate – course & program level assessment reports
- Work Experience

*Team 2*

- Criminal Justice Department Courses – course level assessment report
- Criminal Justice AS/Certificate – course & program level assessment reports
- Marketing AS – course level assessment reports
- Pre-Nursing Certificate – program level assessment report
- Visual Communications AS – course level assessment report
- Visual Communications AS – program level assessment report

*Team 3*

- Culinary Arts AA – program assessment reports
- Food & Beverage Management AS – course & program level assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

*Team 4*

- Tourism & Travel Management AS – course & program assessment reports

V. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors
- Assessing Course Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors
- Slide show (CCA End of Year Report)

- Review teams' average time reviewing assessment plans and reports
- Nominations for Assessment Awards
- Reminder last meeting May 11, 2012
- Review process flow chart
- End of the Year Report – Faculty Senate issue about assessing program SLOs

VI. New Business

VII. Agenda Items for Next Meeting

VIII. Next meeting – May 4, 2012 in PCR

IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, April 20, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #263)**  
**President's Conference Room**  
**2 p.m. Friday, April 27, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague, Joseph Benavente, Ines Bukikosa, Cecilia Delos Santos, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng, Katsuyoshi Uchima and Steven Alvarez (Student Representative)

**Members absent:** Dr. Michael Chan

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY STEVEN ALVAREZ THAT THE MEETING MINUTES (UPDATE #262) FOR APRIL 20, 2012 BE APPROVED. Motion carried.**

**Programs/Units Rating Recommendations**

**Team 2:**

- Automotive Services Technology secondary, program level resubmitted – The author made the changes that were mentioned in the CFS. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Automotive Services Technology secondary, course level resubmitted assessment plan – The author made the changes that were requested of him in the CFS. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- English Department Courses, resubmitted course level assessment plan – Changes were not made to this plan. TABLED
- Medium/Heavy Diesel Truck Certificate, resubmitted course level assessment report – The author clearly explained why criterion was not met. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 3:**

- ProStart Secondary, resubmitted course level assessment report –The author did not make some changes that were on the CFS. An issue with regards to a “faculty developed test” could not be uploaded. The author addressed the CFS but also needs to make the changes in TracDat. The author will make the changes before the next meeting. TABLED



April 27, 2012

President's Conference Room, 2 p.m.

**IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term** – Wilson reminded team members to contact authors to submit their assessment requirements before the end of the school year.

**Team 1**

- Construction Technology Certificate, course assessment plans
- Surveying Technology AS/Certificate, course & program level assessment reports
- Work Experience

**Team 2**

- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course level assessment reports
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, course level assessment report
- Visual Communications AS, program level assessment report

**Team 3**

- Culinary Arts AA, program assessment reports -
- Food & Beverage Management AS, course & program level assessment reports -
- Pre-Architectural Drafting AS, course & program assessment plans -

**Team 4**

- Tourism & Travel Management AS, course & program assessment reports –

**V. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson will follow-up with Eric to see if he has anything new to report to CCA.
- Reminder to use the revised CFS for plans and reports – Wilson again reminded team members to use the revised CFS.
- CFS due to AIER the Monday after CCA's Rating – CFS is due Monday to Priscilla by 5 p.m.
- Assessing Program Level SLOs beginning Fall 2012 Semester Announcement for Academic Authors – In the last meeting, Wilson was going to prepare an announcement on MyGCC concerning the number of SLOs to be assessed. Marlena and Priscilla met with Dr. Ray and he suggested that team members communicate this information to authors; 1) that at the "course level", at least 1 SLO be assessed and 2) at the "program level", all SLOs must be assessed. There is no need for Wilson to make this announcement on MyGCC.
- Assessing Course Level SLOs beginning fall 2012 Semester Announcement for Academic Authors – At the "course level" at least 1 SLO be assessed. Dr. Ray suggested that team members communicate this information to authors.
- Slide show (CCA end of year report) – Priscilla made changes to the slide show based on the recommendations made to her from the last CCA meeting.

April 27, 2012

President's Conference Room, 2 p.m.

Only 2 members emailed Priscilla their hours spent outside of CCA meeting. Details of time spent with authors can be viewed on the excel spreadsheet sent via email to all members. Priscilla will make additional changes based on the recommendations from today's meeting.

- Review teams' average time reviewing assessment plans and reports – In the slide show, Priscilla will indicate how much hours are spent outside of the weekly Friday meetings. Only 2 members sent their hours. Total hours spent during the CCA meetings is 185. Also, the number of hours spent outside of CCA will increase if the remaining members submit their hours to Priscilla. Members were encouraged to submit the data in order to address Doris's suggestions to show the impact on how much time is spent for CCA.
- Nominations for Assessment Awards – The committee made the following nominations.
  1. Best Administrative Unit Effort Award
    - ✓ Development & Alumni
    - ✓ Communications & Promotions
    - ✓ Planning & Development
  2. Best Student Services Effort Award
    - ✓ Assessment & Counseling
    - ✓ Accommodative Services
    - ✓ Student Support Services
    - ✓ Health Services Center
    - ✓ Learning Resources Center
  3. Best Assessment Model Award
    - ✓ Computer Science
    - ✓ Human Resources Office
    - ✓ Communications & Promotions
    - ✓ Automotive Services Technology AS/Certificate
  4. Most Improved Assessment Effort Award
    - ✓ Visual Communications, Secondary
    - ✓ Math & Science Department
    - ✓ Marketing, Secondary
  5. Best Instructional Program Effort Award  
NONE
  6. Commitment to Assessment Award
    - ✓ Center for Student Involvement
    - ✓ Planning & Development
    - ✓ Health Services Center
- Reminder last meeting is May 11, 2012 – Wilson reminded the committee that May 11<sup>th</sup>, 2012 is the last CCA meeting for the semester.
- Review process flow chart – Table until next meeting.
- End of the Year Report, Faculty Senate issue about assessing program SLOs – Wilson attended a Faculty Senate meeting last Friday and reported that all SLOs at the Program-Level will need to be assessed. At that time, the Faculty Senate President (Marsha), indicated that before an announcement regarding

April 27, 2012

President's Conference Room, 2 p.m.

the SLOs go out, it must go through Faculty Senate for approval. Wilson then addressed Marlana and Priscilla regarding this matter and they reported this to Dr. Ray. The requirement to assess all SLOs is required by ACCJC. Priscilla said that the Board of Trustees approved Policy 306 establishing this committee before Faculty Senate existed and that CCA is an institutional committee. Mike Setzer indicated that the faculty contract says that CCA is under Faculty Senate. Joe indicated that this is a leadership problem and needs to be corrected, i.e., clarification to say that CCA is an institutional committee outside of Faculty Senate. Wilson will follow up with Dr. Ray to make this clarification.

- Promotions Committee – Wilson announced that he was elected into the Promotions Committee. Congratulations Wilson!!!! Wilson also announced that this will be his last year with CCA.

**VI. New Business**

- Cecilia Delos Santos and Wilson Tam faculty members will be leaving CCA. Priscilla asked that team members try to recruit people into the committee. Steven announced that Arian Nepomuceno will be the next student representative in the fall.

**VII. Agenda Items for Next Meeting**

**VIII. Next Meeting – May 4, 2012**

**IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, May 4, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 27, 2012 minutes/update #263)  
  
Programs/Units Rating Recommendations  
  
*Team 2*
  - English Department Courses – resubmitted course level assessment plan  
*Team 3*
  - Hotel Operations & Management AS – resubmitted program level assessment report
  - ProStart Secondary – resubmitted course level assessment report
- IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term  
*Team 1*
  - Construction Technology Certificate – course assessment plans
  - Surveying Technology AS/Certificate – course & program level assessment reports
  - Work Experience*Team 2*
  - Criminal Justice Department Courses – course level assessment report
  - Criminal Justice AS/Certificate – course & program level assessment reports
  - Marketing AS – course level assessment reports
  - Pre-Nursing Certificate – program level assessment report
  - Visual Communications AS – course level assessment report
  - Visual Communications AS – program level assessment report*Team 3*
  - Culinary Arts AA – program assessment reports
  - Food & Beverage Management AS – course & program level assessment reports
  - Pre-Architectural Drafting AS – course & program assessment plans*Team 4*
  - Tourism & Travel Management AS – course & program assessment reports
- V. Old Business - Reminder
  - Joint Learning Outcome Committee and CCA committee meeting – update
  - Reminder to use the revised CFS for plans and reports
  - CFS due to AIER the Monday after CCA's Rating
  - BOT Policy 306
  - Slide show (CCA End of Year Report)
  - Review teams' average time reviewing assessment plans and reports
  - Voting for Assessment Awards
  - Reminder last meeting is May 11, 2012
  - Review process flow chart
  - End of the Year Report – Faculty Senate issue about assessing program SLOs

- VI. New Business
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – May 11, 2012 in PCR
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, May 4, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	Only nurse today.
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	P&D Workshop
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	Off-island
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #264)**  
**President's Conference Room**  
**2 p.m. Friday, May 4, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Marlena Montague, Priscilla Johns, Michael Setzer II, Zhaopei Teng and Katsuyoshi Uchima

**Members absent:** Joseph Benavente (Leave), Ines Bukikosa, Dr. Michael Chan, Cecilia Delos Santos (Nurse Duty), Doris Perez (P & D Workshop), Yvonne Tam (Off-Island) and Steven Alvarez (Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY ZHAOPEI TENG THAT THE MEETING MINUTES (UPDATE #263) FOR APRIL 27, 2012 BE APPROVED. Motion carried.**

**Programs/Units Rating Recommendations**

**Team 2:**

- English Department Courses, resubmitted course level assessment plan – not rated

**Team 3:**

- Hotel Operations & Management AS, resubmitted program level assessment report – Many changes need to be made on this report. Student personal information is still on the artifacts that were uploaded. Wilson will work with the author sometime next week to complete the report and the implementation status. TABLE
- Food & Beverage report - Wilson reported that Barry is waiting to get data from Frank to complete the program-level report.
- ProStart Secondary, resubmitted course level assessment report – Wilson met with the author earlier last week and he did say that the faculty developed test is copyright. Wilson said the test is probably from a book. Michael Setzer II suggested that the author provide AIER a copy of that test for record purposes. Zhaopei asked was it necessary for the test to be uploaded into TracDat. Zhaopei mentioned that several faculty refuse to upload test into TracDat because students may be able to view TracDat with the universal ID. Priscilla indicated that the only reason evidence is uploaded into TracDat is for the committee to determine and verify if the instrument is sufficient enough to gauge whether or not the student will be able to learn the skills for the particular SLOs. The committee needs to ensure that the students are meeting those skills. WILSON TAM

MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term** – Wilson reminded members again to follow-up with authors to complete their assessment before the end of the school year.

Team 1

- Construction Technology Certificate, course assessment plans
- Surveying Technology AS/Certificate, course & program level assessment reports
- Work Experience

Team 2

- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course level assessment reports
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, course level assessment report
- Visual Communications AS, program level assessment report

Team 3

- Culinary Arts AA, program assessment reports – Wilson never received an email from Kevin regarding the time to meet.
- Food & Beverage Management AS, course & program level assessment reports – Wilson will speak with the author about this when he meets him to discuss Hotel Management report.
- Pre-Architectural Drafting AS, course & program assessment plans – Wilson reported that he spoke to the author and that he is almost done with what was reviewed by the committee. The author is also working on the rest of the assessment programs

Team 4

- Tourism & Travel Management AS, course & program assessment reports –

**V. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update – Wilson reported that Eric is not certain if Gen Ed. committee will be separated from LOC. The committee is currently working on reviewing course documents and revising the curriculum manual. Also, the Chair elect will be Patty Terlaje.
- Reminder to use the revised CFS for plans and reports – Wilson again reminded the members to use the revised CFS for plans and reports.
- CFS due to AIER the Monday after CCA's Rating – CFS due to AIER by 5 p.m. on Monday.



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- BOT Policy 306 – Priscilla emailed CCA members the board policy last week. Priscilla read BOT Policy 306 to the members but doesn't feel that the BOT established CCA. Marlena mentioned that the "Comprehensive Report" does say that CCA was established by the union contract in 2000, and reinforced in 2005 & 2010. Michael Setzer II suggested that the committee look at the verbiage. MARLENA MONTAGUE MOTIONED TO HAVE MICHAEL SETZER II SPEAK WITH DR. RAY AND THE UNION REPRESENTATIVE, KAREN SABLON TO CONFIRM IF BOT OR THE UNION CONTRACT ESTABLISHED CCA, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Slide show (CCA end of year report) – The only change that was made to the slide show was the increase of faculty workload hours outside of CCA meeting to 383.
- Review teams' average time reviewing assessment plans and reports – Covered.
- Voting for assessment awards –
  - Best Administrative Unit Effort Award –
    - Development and Alumni, Planning and Development and Communications & Promotions. The committee voted for **DEVELOPMENT AND ALUMNI RELATIONS**
  - Best Student Services Effort Award –
    - Accommodative Services and Health Services Center. The committee voted for **ACCOMMODATIVE SERVICES**
  - Commitment to Assessment Award –
    - Planning & Development, Human Resource Office and Center for Student Involvement. The committee voted for **PLANNING & DEVELOPMENT**
  - Best Assessment Model Award –
    - Communications & Promotions and Human Resource Office. The committee voted for **COMMUNICATIONS AND PROMOTIONS.**
  - The Most Improved Assessment Effort Award
    - Marketing, Visual Communications Secondary and Math/Science . The committee voted for **VISUAL COMMUNICAITONS SECONDARY.**
  - Best Instructional Program Effort Award – **None**
- Reminder last meeting May 11, 2012 – The last CCA meeting is next Friday, May 11, 2012.
- Review process flow chart – Table until next semester.
- End of the Year Report, Faculty Senate issue about assessing program SLOs – Table until Mike Setzer II meets with Karen.

May 4, 2012

President's Conference Room, 2 p.m.

**VI. New Business**

**VII. Agenda Items for Next Meeting**

**VIII. Next Meeting – May 11, 2012**

**IX. Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY MICHEAL SETZER II TO ADJOURN. Motion carried. Meeting adjourned at 2:50 p.m.

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, May 11, 2012 (Spring 2012 Term)

**AGENDA**

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (May 4, 2012 minutes/update #264)

Programs/Units Rating Recommendations

*Team 1*

- Construction Technology Certificate – resubmitted program level assessment plan
- Construction Trades (Carpentry & Auto CAD) Secondary – resubmitted course level assessment plan
- Construction Trades (Carpentry & Auto CAD) Secondary – resubmitted program level assessment plan
- Work Experience – unit assessment plan

*Team 2*

- English Department Courses – resubmitted course level assessment plan
- Introduction to Health Occupations – course level assessment plan

*Team 3*

- Computer Aided Design & Drafting (CADD) Certificate – resubmitted course level assessment plan
- Hotel Operations & Management AS – resubmitted program level assessment report

IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term

*Team 1*

- Construction Technology Certificate – course assessment plans
- Surveying Technology AS/Certificate – course & program level assessment reports

*Team 2*

- Criminal Justice Department Courses – course level assessment report
- Criminal Justice AS/Certificate – course & program level assessment reports
- Marketing AS – course level assessment reports
- Visual Communications AS – course level assessment report
- Visual Communications AS – program level assessment report

*Team 3*

- Culinary Arts AA – program assessment reports
- Food & Beverage Management AS – course & program level assessment reports
- Pre-Architectural Drafting AS – course & program assessment plans

*Team 4*

- Tourism & Travel Management AS – course & program assessment reports

V. Old Business - Reminder

- Joint Learning Outcome Committee and CCA committee meeting – update
- Reminder to use the revised CFS for plans and reports
- CFS due to AIER the Monday after CCA's Rating
- Slide show (CCA End of Year Report)
- Review teams' average time reviewing assessment plans and reports
- Review process flow chart

- VI. New Business
- VII. Agenda Items for Next Meeting
- VIII. Next meeting – August 31, 2012 in PCR
- IX. Adjournment

Guam Community College  
Committee on College Assessment (CCA) Meeting  
2:00 p.m., President's Conference Room  
Friday, May 11, 2012 (Spring 2012 Term)  
Sign-In

No.	Name	Position	Signature
1.	Alvarez, Steven	COPSA, Student Representative	
2.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Chan Dr., Michael	Adjunct Associate Dean, TSS	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
7.	Montague, Marlena	Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research	
8.	Perez, Doris	Assistant Director, Planning & Development	P&D Workshop
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TSS – English Department	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
13.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
14.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #265)**  
**President's Conference Room**  
**2 p.m. Friday May 11, 2012 (Spring 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Wilson Tam (Chair), Joseph Benavente, Ines Bukikosa, Dr. Michael Chan, Priscilla Johns, Michael Setzer II, Yvonne Tam and Zhaopei Teng

**Members absent:** Marlena Montague, Co-chair (Leave), Cecilia Delos Santos (Nurse Duty), Doris Perez (P & D Workshop), Katsuyoshi Uchima and Steven Alvarez (Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #264) FOR May 4, 2012 BE APPROVED. Motion carried.**

**Programs/Units Electronic Rating Recommendations**

**Team 1:**

- Construction Technology Certificate, resubmitted program level assessment plan – The author has satisfactorily made corrections on the discrepancies noted on the CFS. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried.
- Construction Trades (Carpentry & Auto CAD) Secondary, resubmitted course level assessment plan – The author has satisfactorily made corrections on the discrepancies noted on the CFS. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried.
- Construction Trades (Carpentry & Auto CAD) Secondary, resubmitted program level assessment plan – The author has satisfactorily made corrections on the discrepancies noted on the CFS. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried.
- Work Experience, unit assessment plan – The start and end dates are correct. Some of the related goals are not identified. Under the “Related Tasks” the plan indicated that in the high school, it talked about the beginning of the fall and spring semesters and didn’t indicate anything about the summer. The students who participated in the fall and spring are the ones who did the preliminary ground work for student placement in the summer. All data should be given to the author to incorporate into the report. Barry said that there’s an extensive summer report and that 119 students can be reported that they participated in the Work Experience program. He further reported that the coordinator is paid additional time

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to do the final report. That report becomes part of the Title 5 report as well and could be inputted and extracted. It seems that Tony is responsible for this secondary program because he is the one who responds to Yvonne's emails and requests. Yvonne mentioned that if this author is off-island for military duty, everything is on hold until he returns. Dr. Ray said there needs to be collaboration or a partnership between Tony and Cathy. Dr. Ray indicated that it is the dean's responsibility that these 2 people work together. Further discussion about the plan was reported by the review team, specifically about budget performance indicators. Priscilla said that when Tony was in her office inputting the assessment plan, he mentioned that a survey was provided to students in the last cycle to obtain information regarding their perspectives about the program. Students indicated in the survey that they would like to get paid when placed at a worksite. Tony indicated this in the plan as a task/goal to find some funding resource to accommodate the students' request. Barry asked Priscilla to provide him with the list of notes regarding this issue. She responded that a copy of the assessment plan will be forwarded to him via email. Yvonne indicated that the author needs to clarify the activity schedule and a few of the related goals are missing. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL SETZER II. Motion carried.

**Team 2:**

- English Department Courses, resubmitted course level assessment plan – Kat mentioned there were no updates made since the last resubmit rating.
- Introduction to Health Occupations, course level assessment plan – There were no syllabi uploaded, no related goals identified, and tasks/assignment is missing. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

**Team 3:**

- Computer Aided Design & Drafting (CADD) Certificate, resubmitted course level assessment plan – Review team indicated the means of assessment methods uploaded did not match the tools identified. Several tools were missing. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
- Hotel Operations & Management AS, resubmitted program level assessment report – Personal information such as social security numbers appeared on the uploaded evidence. On the last rating/CFS, author was asked to block out the student's personal information from student evidence uploaded. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

**IV. Old Business – Program/Unit Assessment Status from Fall 2011 Term –**

Dr. Ray addressed the deans regarding these programs with pending assessment requirements that have not been addressed:

**Team 1**

- Construction Technology Certificate, course assessment plans –
- Surveying Technology AS/Certificate, course & program level assessment reports –

**Team 2**

- Criminal Justice Department Courses, course level assessment report
- Criminal Justice AS/Certificate, course & program level assessment reports
- Marketing AS, course level assessment reports
- Pre-Nursing Certificate, program level assessment report
- Visual Communications AS, course level assessment report
- Visual Communications AS, program level assessment report

**Team 3**

- Culinary Arts AA, program assessment reports –
- Food & Beverage Management AS, course & program level assessment reports –
- Pre-Architectural Drafting AS, course & program assessment plans –

**Team 4**

- Tourism & Travel Management AS, course & program assessment reports –

**V. Old Business – Reminder**

- Joint Learning Outcome Committee and CCA committee meeting, update –
- Reminder to use the revised CFS for plans and reports –
- CFS due to AIER the Monday after CCA's Rating –
- Slide show (CCA end of year report) – Wilson thanked Marlena and Priscilla for preparing the slides for this presentation. Wilson reported the following:  
1<sup>st</sup> Slide-CCA Meeting Summary – The total number of weeks for FA2011-SP2012 is 30. There were 15 weeks for Fall 2011 and 15 weeks for Spring 2012. The total number of meetings held was 21. Meetings held in the fall were 9, 2 holidays and 2 meetings cancelled by the President, 1 day was indicated to assist authors to prepare for the assessment deadline. Number of meetings held in the spring was 12.  
2<sup>nd</sup> Slide-Time CCA Members spent outside of CCA Meetings – Six faculty submitted their hours spent reviewing reports and plans. The total number of CCA meeting hours held for FA2011-SP2012 is 110. The total hours spent reviewing plans and reports in TracDat and meeting with authors was 382 hours. The administrative committee members consist of 5, with 56 hours attending the meeting, 60 hours reviewing plans, reports and preparing the CFSs. There are also 2 student representatives, a total of 9 hours attending the meetings, 7 hours outside of CCA reviewing plans and reports and preparing



CFSs. The representatives do not accumulate many hours because the review team didn't overwhelm the student reps with too much responsibility.

3<sup>rd</sup> Slide-Rating Summary by Programs and Courses – In the fall, there were 106 that were approved. Some were rated more than once. Group A, 11 units were approved, 9 were course-level, 10 resubmit and the total program and course level was 12.

Group B-Data Collection - CCA does not rate data collection. However information reported to the committee indicates the programs that inputted data to TracDat and if deadline was met.

Group D – Implementation Status is also not rated by the committee. Information is again reported if it was completed and deadline met. The total for the fall is 61. Group B-Program Level is 1, Course Level is 3 and Resubmits for course and program level is 1. Group D-Plan, there were 9 approved for program-level, 19 for course-level. Resubmits, 11 for program-level, 10 for course-level and the total is 45.

Because implementation status is not rated by the committee, zero was indicated in the slide. Dr. Ray asked that Priscilla place a check mark or report the number of programs that met the deadline instead of a zero because the interpretation does not reflect well on the people that submitted or inputted these documents.

Priscilla said that data collection for group B was due in the fall of 2011. Although the total number was 5, they were out of sync and went ahead and submitted so they did meet some requirements. Dr. Ray said that was the reason he wanted the deans and associate deans to attend this meeting because the deans evaluate faculty. He asked how many courses were being offered in a semester. Barry indicated there were over 100 courses with only 9 program submissions. Priscilla indicated that 9 is the number of programs that assessed courses. Priscilla has the total number of courses in spreadsheet file. Dr. Ray suggested placing a footnote to say that that 50% of the technical required courses is required for each program. He also suggested to report the number of courses reviewed and rated in a slide and asked Priscilla to send him the slides with the added data.

Dr. Ray also mentioned that he would like greater visibility in terms of how other committees are doing their work. There has been an issue with equivalency of work and effort for each committee. Faculty Senate recognizes the amount of work people put into different committees and the work depends upon the person in charge. Secondly, in terms of the deans that evaluate individual faculty as they refine the evaluation tool, for them to see exactly what evidence people are bringing to them can be validated against the evidence that's coming from CCA. According to Barry, LOC would be in comparison to CCA. Dr. Ray also said that we can serve a continuity index

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that can be used for what is the product of this committee and the work that needs to be done by other committees. Dr. Ray said that in the ISER, it says that the responsibility of the Faculty Senate as part of the AIP (actionable improvement plan) is to ensure there is accountability in each of the committees. Therefore, Faculty Senate needs to be part of that. Dr. Ray also indicated that CCA is an institutional committee rather than a Faculty Senate committee.

Joint Committee Meeting - Wilson reported that Eric from (LOC) would report what occurred in their meeting and Wilson reports the information to CCA. Michael Setzer II mentioned that CCA brought up the problem about adjuncts not submitting artifacts to their DCs. Dr. Ray said that there was one year when GCC paid adjunct faculty 1 or 2 hours for attending the orientation for SLO training. Barry indicated that there is a simple solution for adjunct faculty to provide data. Include, under the Department Chair's section of the clearance form, that adjunct faculty must submit data and whatever is necessary to complete the assessment cycle. Barry said that having adjuncts submit documents or artifacts for assessment is not a contract issue and should be the responsibility of the Department Chairs. Dr. Ray suggested that Barry follow through with this issue because he is responsible for adjuncts and CCA is not a committee with enforcement responsibilities.

Adjunct Faculty - Priscilla mentioned that during assessment/TracDat training, full time faculty who are also adjunct faculty suggested that a rubric for the course they are teaching be given to the adjunct faculty at the beginning of the semester so they can collect data and then submit it to their Department Chair. The Department chair will then input the information into TracDat. The other recommendation by CCA was if adjunct faculty was teaching the same courses that the full-time faculty is teaching, perhaps the same rubric can also be used for adjuncts. CCA was trying to work with LOC to incorporate this information into the curriculum documents. Dr. Ray said that this rubric should be part of the syllabus and possibly included in the packets for adjuncts during their orientation. He also indicated that since Barry is the adjunct associate dean, this information should be included in the adjunct orientation. Barry asked Priscilla to email this information to him. Michael Setzer II reported that he spoke with Karen Sablan about this issue. Her comment was that it is the Department Chairs' responsibility to work with adjunct faculty.

4<sup>th</sup> Slide, Assessment Rating Group C – Plans for the Fall of 2011, 23 were approved, 21 were resubmitted. The total plans reviewed were 44.

5<sup>th</sup> Slide, TracDat Training Summary – In the Fall of 2011, 51 participated in the training. Out of 51, 48 were faculty, 2 staff and 1 administrator. In the Spring of 2012, 160 participated in the training. Out of 160, 129 were faculty, 29 administrators and 2 were staff.

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6<sup>th</sup> Slide, Compliance – In the Fall, 65% were from Group A, 43% from Group B, 100% from Group C and 58% from Group D. In the Spring of 2012, 45% were from Group A, 57% from Group B, 95% from Group C and 79% from Group D.

Dr. Ray said that it seems that at the end of the semester, several people didn't meet the deadline. Then at the last minute they are in the AIER office and are trying to complete the work overnight. This seems to be the pattern. Dr. Ray said that is why he wants the deans to be present today because the work that is not done on time still has a penalty. It becomes additional work for CCA. The President continues to send the message out saying "without program review, without assessment your request for resources will not be supported, your equipment etc". Everything must go through the program review process. With all the hard work of CCA, there is still not a significant change in compliance. Dr. Ray indicated that is why at times he steps in to CCA and ask that the committee does something like this, bringing all the deans in so that they know what issues CCA is facing.

Another issue is when faculty retires or separates from the college, there is no communication between the transitioning incoming/outgoing Department Chair. Dr. Ray gave an example of when the DC for Allied Health left GCC. There was no transition reported about what was pending to the next person. It should be part of the DC's responsibility as well to make sure that the assessment responsibility is met. Dr. Ray said we recognize that it is a challenge and will no longer allow it to happen.

Priscilla said the other issue is that some departments have more than 2 programs to review, some have 3-5, compared to others who have 1. So who is responsible to prepare the assessment plan for the program levels? Several faculty expressed during the workshop that they felt the program level is not their responsibility and should be the responsibility of the Department Chair. CCA faculty members said they are willing to give the Department Chair the data or their expertise when assisting, but it should be the Department Chair's responsibility to begin with. Faculty feel that they are responsible to assess only the courses they are teaching. How does the committee deal with that? Barry indicated that he informs his faculty that they teach the courses, it is their program and therefore they will be the ones to input data into TracDat.

Reilly mentioned that there are several programs with no full time faculty. An example is Visual Communication and Marketing post-secondary. Secondary faculty have overloads and most of them teach adjunct as well. Another example is Automotive, where all faculty have overloads and most of them teach adjunct. There is no balance in terms of workloads.

Dr. Ray said these are the kinds of discussion that can lead to discussions with the deans. At the end of the year, Deans can list these things and provide this data to all the Vice Presidents and the President so that they see the trend. It will show how many courses were offered last semester and how many adjunct faculty were hired to teach. This will show how this fits into the assessment piece, so that the responsibilities are equal throughout. A special program review with secondary and post secondary programs needs to be done so that we will be able to identify these issues that have that impact on budgetary concerns. Special program reviews would allow the President and Vice Presidents to make more informed decisions on what to do. Dr. Ray said there are many issues and they are intertwined. Everyone at GCC is very busy and GCC is still doing well. How do we make sure the work is spread out equally and we don't unnecessarily pour the entire burden on specific groups or individuals? These individuals or groups also need breathing space. Dr. Ray said these are the kinds of issues that can lead to a discussion. Reilly said it's the same with Construction Trades. All the programs are given to the Department Chair. Barry said that's the answer to the quality of the data, to carry out the plan, loading the evidence. These things fall in line with the same discussion with the one who is doing it.

According to Reilly, in the evaluation rubric, it indicates "Ensures that all assessment deadlines are met". Another issue is that sometimes the Department Chair has faculty assisting them but faculty do not turn in the documents. Dr. Ray stated that in order to make sure that faculty is caught up is for the Department Chair to marshal his or her forces, by which he or she should be able to come up and provide evidence that is necessary in the discussion. Dr. Ray said that if we say there is no faculty for post-secondary, then build the evidence. The evidence can come from the committee. The data will be generated and then make the argument. At this time we can't hire because we need to provide the evidence that is necessary. Barry reported that is why faculty gets 10 months full release on teaching load. His problem is that too many Department Chairs teach adjunct classes and are not available to do the things that are required of them during 8 a.m. to 5 p.m.

Priscilla mentioned that when she conducts training with focus on budget impact, there are several departments that have new programs transferred into their area. When reviewing the budget requests component from the General Funds, they forget or didn't know that some programs were not included in their department's funding needs. Therefore their budget data in TracDat was incomplete. Barry asked Priscilla to send an email about this issue. Dr. Ray said that during the TracDat trainings, AIER has emphasized that the Department Chairs indicate their budget needs so that it goes through the program review process. Particularly program-level needs. If you don't have faculty and have the data to support it, put the data together through a special program review and make a compelling argument in order to make it happen.

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Everyone has been compromised simply because of the overloading responsibility.

Continuing Education - Wilson reported that CCA had several discussions on whether non-credit courses/workshops should be assessed. This was brought to the attention of the AVP and is a goal for next year. This was also a recommendation by the visiting team. The goal is to begin assessing the non-credit and credit courses under Continuing Education. This is a requirement from ACCJC and is included in the ISER. Dr. Ray mentioned that Marlana, Priscilla, Rowena and all Continuing Education staff met with him and are currently working on this.

TracDat Upgrade – TracDat will be upgraded from 4.2 to 4.5. The maintenance fee that is paid for TracDat annually is \$7,500.00 and has not increased since 2004 when TracDat was first implemented. Dr. Ray indicated that because the maintenance is expensive, TracDat should be used to its fullest. CCA is also moving away from the AIER website. Documents generated by CCA are being uploaded to TracDat under the unit name AIER/CCA Documents tab.

Priscilla asked the committee if they would like to rate the remaining plans and reports or would they prefer to wait until the fall. Dr. Ray suggested the CCA members vote electronically. By doing this, the units will not be behind. YVONNE TAM MOTIONED TO VOTE ELECTRONICALLY ON THE REMAINING 7 PROGRAMS, SECONDED BY ZHAOPEI TENG. Motion carried.

Dr. Ray thanked the CCA committee for all their hard work.

- Review teams' average time reviewing assessment plans and reports – data was included in the presentation slides
- Review process flow chart – hold till next semester

**VI. New Business - none**

**VII. Agenda Items for Next Meeting – CCA review process flow chart**

**VIII. Next Meeting – August 31, 2012**

**IX. Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY MICHEAL SETZER II TO ADJOURN. Motion carried. Meeting adjourned at 2:50 p.m.